

### Class Concept

This is professional, administrative and managerial work in serving as Assistant Director for a large unit and/or multiple smaller units within a major section of the Division of Motor Vehicles. Positions in this class are responsible for leading, directing, and providing administrative and programmatic oversight for their unit(s). Work includes administrative management, executing an operating budget, personnel management, strategic planning, organizational planning, legislative coordination and special projects. Work also involves overseeing development of standards and ensuring adherence to Chapter 20 of the North Carolina General Statutes, as well as State and Federal policies, rules, and regulations governing DMV operations. Work is performed under the general supervision of a Deputy Director or a Director, but the employee is expected to exercise independent judgment in the development, interpretation, application and enforcement of policies, rules, and regulations.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Considerable knowledge of the provisions of the state and federal motor vehicle laws and regulations.
- Considerable knowledge of NC General Statutes, Chapter 20, Motor Vehicles Laws of North Carolina.
- Thorough knowledge of management principles, techniques and practices of business administration as applied to government programs.
- Thorough knowledge of business and fiscal planning.
- Thorough knowledge, expertise and experience in specialty or work area to ensure successful program development and delivery including problem identification and resolution.
- Ability to plan, coordinate, direct, implement and evaluate programs and their effectiveness.
- Ability to exercise judgement and discretion in establishing, applying and interpreting a wide range of policies and procedures.
- Ability to plan, assign and supervise work of subordinate employees.
- Ability to make independent decisions by interpreting and/or incorporating laws, rules, and/or regulations that impact a statewide operation.
- Ability to analyze the needs and identify critical continuous improvement initiatives that are needed to further the mission and goals of DMV.
- Ability to work with partners to identify common goals and negotiate resources to maximize outcomes.

#### Minimum Education and Experience

Bachelor's degree in Business Management, Public Administration or related field from an appropriately accredited institution and five years of progressively responsible administrative or management experience; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.