

Class Concept

The Commissioner of Motor Vehicles is an appointed position that serves at the pleasure of the Secretary of the Department of Transportation. Position is responsible for providing strategic and organizational development and planning; including administrative and programmatic direction; fiscal and personnel oversight; and oversight of legislative research, development, planning and implementation for the North Carolina Division of Motor Vehicles. This is executive level work providing oversight of the total operation of the Division, setting the goals and vision for the Division and providing leadership to the DMV executive team, Assistant Commissioners, Directors, program managers and supervisors. Position is charged with the duty of administering and enforcing the provisions of Chapter 20 of the North Carolina General Statutes and all laws regulating the operation of vehicles or the use of the highways. Work requires extensive public contact with other government and legislative officials.

Recruitment Standards

Knowledge, Skills, and Abilities

- Extensive knowledge of management principles, techniques and practices of business administration as applied to government programs.
- Extensive knowledge of State and Federal laws, especially Chapter 20 (NC Motor Vehicles Laws).
- Extensive knowledge of State personnel policies and procedures, Homeland Security and Immigration laws.
- Thorough knowledge of business and fiscal planning.
- Leadership experience directing others to resolve business problems that affect multiple areas.
- Comprehensive 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 six 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.