

# **CLASS TITLE: ADMINISTRATOR, DIVISION OF MOTOR VEHICLES**

**Class Code: 02522900**

**Pay Grade: 50A**

**EO: A**

## **CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the planning, administration, coordination, direction and control of all motor vehicle regulatory functions within the Rhode Island Department of Revenue; to be responsible for the business licensing and regulation of new and used car dealerships through oversight of the Motor Vehicle Dealers Licensing and Hearing Board; to be responsible for the supervision, direction and control of general operations of all Rhode Island Division of Motor Vehicle (DMV) locations statewide as well as all third-party partners; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director of Revenue with considerable latitude for the exercise of initiative and independent judgement; work is subject to review through consultations and submitted reports for conformance to laws, rules and regulations and agency policies and objectives.

**SUPERVISION EXERCISED:** Plans, organizes, directs, coordinates and evaluates the work of professional, technical, administrative, clerical and law enforcement staff.

## **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the planning, administration, coordination, direction and control of all motor vehicle regulatory functions within the Rhode Island Department of Revenue.

To be responsible for the business licensing and regulation of new and used car dealerships through oversight of the Motor Vehicle Dealers Licensing and Hearing Board.

To be responsible for the supervision, direction and control of general operations of all Rhode Island Division of Motor Vehicle (DMV) locations statewide as well as all third-party partners.

To be responsible for vehicle registration and titling, operator examinations, road testing and licensing; to assume responsibility for commercial driver testing, licensing, and enforcement.

To supervise and assume responsibility for license and registration reinstatements, ignition interlocks, elderly driver review and retraining, vehicle safety and emissions testing.

To be responsible for planning, developing, and implementing comprehensive statewide policies and procedures regarding motor vehicle regulations and operation while following nationally accepted best practices.

To interpret state and federal laws, regulations, departmental policies and objectives concerning motor vehicles and licensing functions.

To collaborate with the State of Rhode Island Division of Information Technology's leadership team to ensure that all DMV information technology requirements are met in a timely fashion.

To ensure the authenticity and security of all licenses, registrations and related documents to prevent fraud.

To advise and provide leadership in the preparation, implementation and control of the DMV budget.

To evaluate programs and functions as to their effectiveness, efficiency and progress.

To evaluate and review existing laws, proposed legislation, rules and regulations involving motor vehicle functions and operation, and report the same to the Director of Revenue.

To assist departmental staff and elected officials with amending and/or drafting new legislation which affects motor vehicle licensing, registration and operation on public roads.

To attend meetings and conferences with federal, state and local officials, professionals, and the public.

To represent and advocate for the state at the regional and national level through active participation in the American Association of Motor Vehicle Administrators (AAMVA).

To be responsible for conducting studies involving various issues concerning motor vehicle licensing, registration and operations.

To analyze and interpret data from studies, present the same and make appropriate recommendations.

To coordinate and work closely with the Federal and Rhode Island Departments of Transportation to ensure that the strategic transportation needs of the State are met.

To support all initiatives which promote motor vehicle safety, reduce driving under the influence (DUI), and promote traffic fatality reduction programs.

To be responsible for developing and executing plans and operations for DMV facilities.

To assume responsibility for directing and supervising a comprehensive motor vehicle registration program, licensing program and enforcement program as mandated by Rhode Island law.

To be responsible for ensuring that staff members are adequately trained to service customers in an efficient, professional, and courteous manner.

To be responsible for the efficient use, maintenance and protection of all physical facilities within the DMV program, and to assist the sections with coordinating their use.

To monitor and facilitate the ongoing development of information technology systems to increase online functionality, enhance features, improve the customer experience, reduce wait times and meet the needs of the public.

To be responsible for evaluating and managing methods and procedures within all DMV programs to improve effectiveness and efficiency.

To develop and recommend future plans and budget allocations based on the evaluation of DMV methods and procedures.

To be responsible for the collection of all revenues and fees that are associated with motor vehicle licenses, registrations and motor vehicle operations, which fall under the statutory authority of the DMV.

To review and evaluate applications for federal grant funds.

To assist and represent management concerning personnel and labor relations matters and negotiations when required.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques pertaining to the administration of a broad range of DMV functions; a thorough knowledge of federal and state laws relating to motor vehicle administration, enforcement and safety programs; a thorough knowledge of public safety principles, methods, practices, standards and organization; a thorough knowledge of the principles, practices and techniques of management and public administration; a working knowledge of the organizational structure of state government and the functions of its departments and agencies; a working knowledge of general and cost accounting procedures, as well as government finance policies and procedures; a working knowledge of planning fundamentals and analytical techniques; the ability to plan, organize, review and evaluate the work of a staff of professional, technical, clerical and other employees; the ability to interpret, explain, and apply the provisions of federal and state motor vehicle laws and regulations; the ability to apply acquired knowledge in the administration and control of all operating sections of the DMV such as: Administration, Enforcement, Title and Research, Safety and Emissions, Dealer Licensing and Regulation, Adjudication, Commercial Driver Testing and Licensing, Business Services, and Vehicle Registrations and Operator Licensing in order to provide effective, efficient oversight; the ability to develop and maintain effective working relationships with associates and other public and private officials; the ability to provide personal resourcefulness and a commitment to public service to facilitate and improve customer service; the ability to establish and maintain cooperative relations with the public, private industry, other governmental agencies, and elected officials; the ability to evaluate the effectiveness of programs, identify problems and work creatively to improve the same; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** graduation from a college of recognized standing with a Bachelor's degree in Public or Business Administration or Law Enforcement; and

Experience: Experience in a highly responsible administrative and supervisory position involving governmental operations in the field of motor vehicle administration, regulation, enforcement or safety.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 19, 2000

Editorial Review: March 15, 2003

Class Revised: February 17, 2019