

**CLASS TITLE: ASSISTANT MOTOR VEHICLES
ADMINISTRATOR FOR
SAFETY AND REGULATIONS**

**Class Code: 02522400
Pay Grade: 40A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the planning, administration, coordination, direction and control of motor vehicle safety and regulation functions within the Department of Administration, such as the School Bus Safety Program, the Safety and Emission Control Section, the Safety Responsibility Section, the Enforcement Section and the Operator Control Section; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of 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, clerical and other employees.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the planning, administration, coordination, direction and control of motor vehicle safety and regulation functions within the Department of Administration, such as the School Bus Safety Program, the Safety and Emission Control Section, the Safety Responsibility Section, the Financial Responsibility Section, the Enforcement Section and the Operator Control Section.

To coordinate tracking systems for traffic accidents, handicapped placards and compulsory insurance.

To assist in the formulation of departmental policies and procedures.

To assist a superior by having administrative responsibility for the Department's motor vehicle safety and regulation functions.

To confer with section chiefs for guidance and assistance in the preparation of reports on the application and interpretation of state laws and departmental policies and objectives.

To assist and provide leadership in the preparation, implementation and control of the division's safety and regulations budget.

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

To review existing laws, proposed legislation, rules and regulations and report thereon as they relate to the Department's motor vehicle functions.

To develop strategies and implementation processes for new or revised statutory mandates (e.g. stricter emission control requirements).

As required, to attend meetings and conferences involving federal, state and local officials, professionals, and the public.

To be responsible for conducting studies in various areas in the motor vehicle safety and regulation field.

To develop and maintain an effective public relations program with the General Assembly, federal, state and local officials and the general public which will provide a better understanding of the purposes, objectives, and overall operation of the agency.

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

To be responsible for the evaluation of management and methods procedures within the agency regarding their effectiveness and efficiency, and to recommend future plans and budget allocations based on these evaluations.

To review and evaluate applications for federal grants.

To review, periodically, the various activities of the division, and to evaluate their effectiveness on meeting the needs of the public.

As required, to assist and participate in personnel and labor relation matters.

As required, to attend meetings and conferences involving federal, state and local officials, professionals, and the public.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the legislative enactment's concerning the Registry of Motor Vehicles, Safety and Regulation Section, including purpose and objectives as well as their several provisions for the enforcement of such enactments; a thorough knowledge of the State Motor Vehicle Code: a thorough knowledge of the basic principles, practices and procedures of business administration and public administration and the ability to apply such knowledge in the administration, operation of a motor vehicle safety and regulation program involving the issuance and administrative processing of motor vehicle violation citations, including the issuance of summonses related thereto; a thorough knowledge of the state's court system and the ability to apply such knowledge in establishing and administering a hearings procedure system for aggrieved traffic violators; the ability to establish and/or amend rules and regulations necessary to carry out the legislative intent of the agency; the ability to review and evaluate the effectiveness and efficiency of existing programs, policies and objectives of the agency in terms of the law and to propose changes, as needed; the ability to prepare budgetary and staffing need requirements; the ability to plan, organize, direct, coordinate and review the work of a subordinate staff; the ability to establish and maintain an effective public relations program with the General Assembly, local, state and federal agencies and associations, and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in public administration, business administration, political science, law enforcement, or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory position involving: the administration of a motor vehicle safety and regulation program including the holding of administrative hearings; or the enforcement of laws relating to the issuance, suspension, and revocation of motor vehicle registrations and/or licenses; or, the implementation of a motor vehicle safety and financial responsibility program.

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

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