

CLASS TITLE: DEALER LICENSING OFFICER (DMV)

Class Code: 02458600

Pay Grade: 28A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Division of Motor Vehicles (DMV), to be responsible for the operation of a statewide program that regulates the licensure of new and used vehicle dealerships, auctions, and leasing companies in accordance with all applicable and existing state laws, rules and regulations; and to do related work as required.

SUPERVISION RECEIVED: Work under the general supervision of a superior with considerable latitude for the exercise of initiative and independent judgment; work is reviewed for conformance to laws, policies, rules and regulations.

SUPERVISION EXERCISED: Plans, coordinates, and reviews work of personnel as assigned performing a range of dealer licensing and related functions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Division of Motor Vehicles (DMV), to be responsible for the operation, coordination and monitoring of statewide vehicle dealership licensure program which enforces compliance with state Motor Vehicle Dealer laws, rules and regulations.

To review and approve initial and renewal applications for dealerships, to include the investigation of first time applicants for compliance with minimum regulatory requirements.

To serve as departmental liaison with new dealerships to include conducting training sessions for new dealerships on compliance with Rules and Regulations, providing oversight and monitoring of dealership officials until they are satisfactorily in compliance with said Rules and Regulations and make recommendations to dealerships on viable business plans.

To be responsible for the proper receipt and accounting of all monies in the form of fees with regards to applications at various stages as well as violation fines issued by the Motor Vehicle Dealer Board.

To coordinate unannounced site inspections to dealerships in coordination with all applicable DMV authorities and law enforcement officials for the purpose of ensuring compliance with all state rules and regulations.

To investigate all complaints from multiple entities with regard to dealerships to include inspecting and reviewing dealers records and submitting a written report to the Board on all relevant findings; monitoring dealer advertisements for violations; investigating individuals suspected of operating without a valid license; and pursuing delinquent renewals of surety bonds and dealer licenses.

To provide guidance to officials of dealerships and their legal representatives relative to violations of laws and regulations to include making recommendations on corrective action plan.

At both informal and formal judicial proceedings, to present compiled evidence of violations and to made recommendations relative to the suspension or revocation of licenses.

To monitor, investigate misuse, and apply necessary sanctions with regards to 20 day temporary plates.

To audit all bills of sales within a set time frame for the purpose of ensuring they comply with all Rules and Regulations and State Laws.

To be responsible for the administration of the records management and retention programs of new and used dealerships.

To function as program administrator by assessing program needs, make recommendations of proposed changes and assist in the drafting of proposed legislation.

To serve as liaison for the Division with the following entities: the Motor Vehicle Dealer Board and the Rhode Island Dealers and Regulations Office and the RI Automobile Dealers Association.

To coordinate the work of personnel responsible for a range of tasks within the dealer licensure program.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the state laws and regulations pertaining to motor vehicle dealer licenses; a thorough knowledge of the principles, practices and techniques of investigating, evaluating, and mediating matters that relate to motor vehicle dealers; the ability to ascertain facts by personal contact and observation and examination of records; the ability to express ideas clearly in written and oral English; the ability to prepare clear and concise reports; the ability to deal tactfully with the public; the ability to maintain effective working relationships with officials, state police, attorneys and investigators; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: considerable employment in a position involving investigation, evaluation and mediation matters that relates to Motor Vehicle Dealers.

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

SPECIAL REQUIREMENTS: Must possess a valid motor vehicle operator's license and must maintain such license as a condition of employment.

Class Created: April 10, 2016