



555 Wright Way
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Compliance Enforcement Division

Announces a Recruitment for the Unclassified Position of **Division Administrator, DMV Compliance Enforcement**

RECRUITMENT OPEN TO: This is an open competitive recruitment, open to all qualified applicants. This is a full-time permanent unclassified position that is appointed by and serves at the pleasure of the Director of the Nevada Department of Motor Vehicles (DMV).

DUTY LOCATION/TRAVEL: Carson City or Las Vegas, Nevada. Occasional In-State and Out-of-State travel required.

APPROXIMATE ANNUAL SALARY: \$114,032 plus benefits*. Salary reflects retirement (PERS) contributions by both the employee and employer. An Employer paid contribution plan is available at the election of the employee and results in a reduced gross salary. The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION RESPONSIBILITIES: Under general supervision of the DMV Director and Deputy Director, the Administrator of the Compliance Enforcement Division is responsible for all law enforcement-related activities, including investigation and compliance programs, both criminal and administrative, within the jurisdiction of the Department of Motor Vehicles.

JOB DESCRIPTION: Coordinates and directs the statewide compliance/enforcement activities of the Department based on agency goals and objectives; works jointly with public officials, local law enforcement and the community in maintaining a comprehensive compliance/enforcement program; provides support to allied agencies; directs specialized investigations involving activities of business, their owners and/or employees; monitors fraudulent activity within Department programs for major violations or misconduct; prepares the division's biennial budget by ensuring all investigative, enforcement and licensing activities as well as emissions program responsibilities are adequately funded and properly justified through research and documentation; establishes division goals and priorities and implements plans and strategies for their achievement.

The ideal candidate will possess extensive knowledge of leadership principals, having demonstrated their application in previous positions; a zest for effecting change and developing a forward-looking workforce; the ability to evaluate situations and design creative and comprehensive solutions; the drive to establish and achieve goals and objectives in an expedient manner; and the ability to motivate and empower staff to be leaders and driven to make a positive difference in the lives of Nevada's residents.

This appointment is contingent upon confirmation of Nevada P.O.S.T. certification, or eligibility for certification at a minimum of Level II

TO QUALIFY: Bachelor's degree from an accredited university or college with major coursework in criminal justice, policy science, psychology, business administration or a closely related field and **seven (7) years of investigative and/or law enforcement experience** where standard investigative and enforcement techniques

were utilized to make program compliance determinations, enforcement of state and federal laws, preparation of detailed reports for the purpose of justifying administrative sanctions, penalties or criminal prosecutions. **Seven (7) years** of progressively responsible management or executive experience, which included program development, fiscal analysis and budget preparation. Research and development of policies and procedures and utilization of written and oral communication skills. An equivalent combination of education and experience may be considered. In your cover letter, please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

APPLICATION:

Please submit a detailed resume that includes a description of your experience with the following:

- Program development and oversight;
- Leadership and management experience which includes team building and problem solving;
- Fiscal analysis and budget development;
- Legislative and regulatory experience; AND
- Investigative and law enforcement experience and techniques.

RESUMES WILL BE ACCEPTED UNTIL: Recruitment Needs are satisfied

SUBMIT COVER LETTER AND RESUME /DIRECT INQUIRIES TO:

David Badger, Personnel Officer
Department of Motor Vehicles Human Resources Unit
555 Wright Way
Carson City, Nevada 89711
775 684-4951
dbadger@dmv.nv.gov

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