



Department of Motor Vehicles
555 Wright Way
Carson City, Nevada 89711-0900
Telephone (775) 684-4549

DIRECTORS OFFICE

Announces a Recruitment for the Unclassified Position of

Administrator, Office of Project Management

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, Nevada. Occasional In-State and Out-of-State travel required.

APPROXIMATE ANNUAL SALARY: \$122,830 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 administrative direction of the Director of the Department of Motor Vehicles (DMV), the Administrator of the Office Project management (OPM) provides leadership and guidance in directing and managing the day to day activities of the DMV Modernization Program. Coordinates with key stakeholders, subject matter experts, solution providers and OPM staff in the development of program strategies, staffing and program management processes, techniques, tools and information technology to meet the DMV's program objectives of acquiring a solution(s) that allows for a holistic view of customer data, is self-service capable, and ensures the accurate collection and distribution of revenues. Responsible for executing the organization's programs, projects, and structured work efforts to ensure the work of the OPM embraces the strategy of the organization and meets the goals set by the Program's Executive Committee and the Director of the DMV.

JOB DESCRIPTION: Facilitates, coordinates and leads the strategic planning process between senior leadership and business partners to develop, define, and implement the overall DMV Modernization Program Charter; facilitates a consensus between stakeholders and organizational leadership. Fosters a project-management orientated culture and mindset. Coordinates and leads the identification and development of the DMV Modernization Program roles, team configurations, and recruitments appropriate to deliver the DMV Modernization Program goals and objectives.

Provides day-to-day business-related guidance to the DMV Modernization Program team; assists in the identification, creation, and implementation, creation, and implementation of project management processes, methods, tools, guidelines, standards, policies, and procedures; provides guidance to identified Subject Matter Experts (SMEs) in the areas of DMV information systems, program management, procurement, and budget; reviews established requirements and priorities of the SMEs to establish a cohesive IT strategy for the DMV; coordinates communications of state functional requirements between state staff and vendor teams and assists the stakeholders in understanding and evaluating proposed solutions; makes presentations before legislative committees, executive committees, and other diverse groups to explain needs, discuss priorities, communicate outcomes, resolve issues, promote use of the system and exchange information; drafts and provides analytical, and narrative status reports regarding the DMV Modernization Program to various stakeholders as required; ensures DMV processes and technologies are well documented and understood by appropriate stakeholders; coordinates efforts with DMV information technology personnel to maintain, upgrade and enhance programs and systems; develops and coordinates the design, testing, and implementation of required system functionality; maintains current knowledge of technological advances relative to DMV information systems and available vendor products; proposes new or recommends amendments to state statutes to ensure streamlined service delivery; researches and solicits external funding for program activities as appropriate; write grant proposals and ensures compliance with established requirements.

Persons offered employment in this position must submit to a pre-employment fingerprint-based criminal history records check.

TO QUALIFY: Bachelor's degree from an accredited university or college with major coursework in public or business administration or a closely related field and **seven (7) years** of progressively responsible **management or executive experience**, which included program development, fiscal analysis, 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.

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

- Project Management;
- Software development;
- Program development and oversight;
- Leadership and management experience which includes team building and problem solving;
- Fiscal analysis and budget development;
- Experience with Legislative and regulatory research, drafting, and testimony;
- Written and oral communication skills, including report preparation and oral presentations.

RESUMES WILL BE ACCEPTED UNTIL: Recruitment needs are satisfied.

SUBMIT COVER LETTER AND RESUME/DIRECT INQUIRIES TO:

Kim Eberly, Personnel Officer
Department of Motor Vehicles Human Resources Unit
555 Wright Way
Carson City, NV 89711
775-684-4951
keberly@dmv.nv.gov