

**Steve Sisolak**  
Governor



**Julie Butler**  
Director

**Jude Hurin**  
Deputy Director

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

## **UNCLASSIFIED JOB ANNOUNCEMENT**

**Division Administrator**  
**Motor Vehicle Information Technology Division**  
**Carson City, Nevada**

**Posted: June 10, 2021**

The Nevada Department of Motor Vehicles (DMV) is seeking qualified candidates for the Administrator position of the Motor Vehicle Information Technology Division (MVI). This is an unclassified, at-will, full-time exempt position that serves at the pleasure of the Director of the Department of Motor Vehicles.

**RECRUITMENT OPEN TO:** All qualified applicants. Resumes will be accepted on a first come, first served basis until the position is filled. Hiring may occur at any time. The position is appointed by and serves at the pleasure and sole discretion of the Director of the Department of Motor Vehicles.

**DUTY LOCATION/TRAVEL:** Carson City, Nevada. In-State and Out-of-State travel required.

**APPROXIMATE ANNUAL SALARY:** Up to \$120,977 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. Salary and benefits may be increased or decreased by the Nevada State Legislature every two years.

**POSITION RESPONSIBILITIES:** Under general supervision of the DMV Director and Deputy Director, the Administrator of the Motor Vehicle Information Technology Division is responsible to ensure the DMV's information technology ecosystem fulfills the department's business needs, now and in the future.

The ideal candidate is a confident leader with a proven track record for effecting change and developing a forward looking workforce; establishes and achieves goals and

objectives in an effective manner; evaluates situations and designs creative and comprehensive solutions; and motivates and empowers staff to be agents of positive change that will make a difference in the lives of Nevadans.

**JOB DESCRIPTION:** Directs and controls the resources, services and operations of the MVIT Division, which consists of 80 employees, 5 distinct operational units, and an annual operating budget of approximately \$12M.

- Serves as a member of the Department's executive leadership team and collaborates with the Director, Deputy Director and DMV Administrators to ensure IT systems support the current and future operational needs of the Department.
- Provides management oversight of MVIT staff. Manages direct reports to include hiring, leadership, coaching, work performance standards, evaluations and disciplinary actions.
- Establishes, evaluates, and monitors division goals, strategic plans, objectives and performance indicators.
- Stays informed on emerging technologies and trends that may improve the Department's operations.
- Helps prepare the division's biennial budget, presents the budget to the Legislature, and oversees the budget's implementation and monitoring.
- Testifies regarding the division's activities before public bodies including the Nevada Legislature, Legislative Interim Committees, the Board of Examiners, and other public bodies as requested.
- Maintains effective working relationships with internal and external customers, including legislators, industry representatives, contractors and vendors.
- Represents the DMV through interactions with regional, state and national agencies, boards and associations.
- Ensures MVIT services and operations are administered in compliance with State and Federal laws, regulations, policies and procedures.

**TO QUALIFY:** Bachelor's degree from an accredited university or college with major coursework in computer science, information technology, engineering or related field. Experience with: (1) IT systems and infrastructure, (2) designing/developing IT systems and planning IT implementation, (3) technology procurement or finance, and (4) management and recruitment of technology personnel.

This experience should evidence ever greater levels of responsibility as measured by the number of personnel supervised, the size of the budget over which the candidate has exercised discretion, and by the technological sophistication of the systems under management.

The successful candidate will demonstrate skill in organizational analysis, strategic planning and operational delivery, public speaking, and effective personnel management.

**APPLICATION:** Please submit a detailed resume, cover letter and three professional references to:

Kimberly Eberly, Personnel Officer  
Department of Motor Vehicles Human Resources Unit  
555 Wright Way  
Carson City, Nevada 89711  
775 684-4951  
[keberly@dmv.nv.gov](mailto:keberly@dmv.nv.gov)

**Please reference “MVIT Division Administrator” in the subject line.**

**Additionally, 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.**

*The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.*