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Governor



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Director's Office

Announces a Recruitment for the Unclassified Position of **Administrator, Motor Carrier Division**

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. Frequent In-State and Out-of-State travel is required.

APPROXIMATE ANNUAL SALARY: \$110,211 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 leave 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 Motor Carrier Division oversees 50 full-time-equivalent employees located in Carson City, Elko, Las Vegas, and Reno. The Division licenses and registers vehicles weighing more than 26,001 pounds or having 3 or more axels on the power unit. The Division also oversees the collection and distribution of fuel taxes and registration revenue for the State of Nevada. The Division issues over-length permits for vehicles with multiple trailers and administers a program for temporary trip and fuel permits for qualifying out-of-state vehicles traveling through the State of Nevada.

JOB DESCRIPTION: Directs and controls services, operations, and programs for the Division and ensures support and services are provided to motor carrier operators within and outside the State of Nevada. The Division is comprised of a Revenue section, who audits licensees to ensure an accurate accounting of fuel taxes and registration fees due to the State of Nevada; a Tax and Licensing Section, who administers the State's IFTA/IRP agreements; and an Industry section, who licenses fuel suppliers and ensures an accurate reporting of fuel gallons sold within the State of Nevada, the proceeds of which fund government operations at the state, county, and municipal levels.

Serves as a member of the Department's management team and collaborates with the Director, Deputy Director, and other Administrators to establish program goals, objectives, and priorities. Participates in strategic planning and budgeting processes. Develops and maintains good working relationships with internal and external customers, including legislators, industry representatives, contractors and vendors, and represents the Department through interactions with other regional, state, and national agencies. Monitors and evaluates accomplishments of the Division to ensure

services, operations and programs are administered in compliance with statutory and regulatory requirements while providing leadership, coaching, and mentoring to direct reports. Coordinates resources and activities to streamline processes, improve services, and enhance operational effectiveness and efficiencies. Establishes Division goals and priorities and implements plans and strategies for their achievement.

Attends and participates in industry-related conferences and serves on boards and committees of industry partners to ensure best practices are in place within the State of Nevada. Visits satellite offices on a regular basis to provide support and ensure consistency of procedures.

The ideal candidate will possess excellent 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 Nevadans.

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 or 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:

- Leadership and management experience which includes team building and problem solving;
- Program development and oversight;
- Fiscal analysis and budget development;
- Leading and advocating for organizational change;
- Regulatory and legislative experience; and
- 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:

Rachel Gansberg, Personnel Officer
Department of Motor Vehicles Human Resources Unit
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