

Steve Sisolak
Governor



Julie Butler
Director

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Department of Motor Vehicles
555 Wright Way
Carson City, Nevada 89711-0900
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UNCLASSIFIED JOB ANNOUNCEMENT

Division Administrator
Research and Project Management Division
Carson City, Nevada

Posted: June 29, 2021

The Nevada Department of Motor Vehicles (DMV) is seeking qualified candidates for the Administrator position of the Research and Project Management Division. 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. Occasional In-State and Out-of-State travel required.

APPROXIMATE ANNUAL SALARY: Up to \$126,515 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 Research and Project Management Division is responsible to lead the Department's project management portfolio, track and implement state and federal legislation impacting the DMV, and develop policies and procedures with department-wide impact. Over the next four fiscal years the position will devote the majority of the time to overseeing the Department's business and IT transformation effort from brick-and-mortar customer service delivery to online services delivery.

The ideal candidate possesses the ability to effectively manage people; has a strong background in IT project and portfolio management; builds effective teams to meet business goals and objectives; works collaboratively with stakeholders to achieve desired outcomes; evaluates situations and designs creative and comprehensive solutions; and motivates and empowers staff and contractors to deliver DMV services to Nevadans in new and exciting ways.

JOB DESCRIPTION: Directs and controls the resources, services and operations of the Research and Project Management Division (RPM), which consists of 16 employees and an annual operating budget of approximately \$1.4M.

Also directs and controls the resources, services and operations of the System Technology Application Redesign (STAR) program to modernize the DMV's customer service delivery model over the next four years. The STAR budget consists of 21 new state staff, 21 new contractor staff and \$59.6M over state fiscal years 2022 and 2023, with additional work scheduled for completion in the 2024-2025 biennium.

- 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 RPM and contracted 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 RPM services and operations are administered in compliance with State and Federal laws, regulations, policies and procedures.

The successful candidate will demonstrate skill in project management principles, organizational analysis, strategic planning and operational delivery, public speaking, and effective personnel management. Project Management Professional® certification from the Project Management Institute is strongly desired.

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

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 scope and sophistication of the projects the candidate has managed.

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

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

Please reference "Research and Project Management 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.