MOTOR VEHICLE PROGRAMS ADMINISTRATOR

NATURE OF WORK IN THIS CLASS

This is highly responsible administrative work in directing the operations of the Motor Vehicle Division, Department of Revenue and Taxation.

The employee in this class plans, directs and coordinates an island-wide program in the administration of the motor vehicle code relative to the licensing and registration of motor vehicles and operators. Work is performed under general administrative direction and is reviewed through conferences and written and oral reports.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Plans, directs and coordinates the licensing and registration of all motor vehicles and operators within Guam, the vehicle safety inspection program, financial responsibility, accident reporting, and related services in the implementation of the Motor Vehicle Code and related regulations.

Plans work objectives, formulates work plans and implements program activities within policies established by the Department; formulates immediate and long-range plans for meeting work objectives. Establishes work criteria for all operations and establishes internal operating procedures as well as forms and report formats.

Interprets motor vehicle laws, rules, regulations and policies and recommends solutions in the interpretation and application of the law.

Develops and recommends administrative regulations and legislative changes to enhance program effectiveness; studies licensing fees and penalties and reports on findings and recommendations.

Makes projections of workload and staff needed to meet workload requirements; recommends budget requests for staffing, supplies, equipment and other operating needs for the division.

Resolves personnel problems of the division; resolves grievances; establishes performance standards; recommends selection, disciplinary actions, promotions and other personnel actions; determines training needs of the division and establishes training programs.

ILLUSTRATIVE EXAMPLES OF WORK (Con't)

Coordinates motor vehicle programs with the Guam Police Department and other government agencies, automobile dealers, vehicle safety inspection establishments.

Testifies on behalf of the Director at legislative public hearings regarding legislation that directly affects Title 16 and program guidelines.

Prepares and administers program budget; directs administrative policies as they relate to personnel, training and safety.

Prepares administrative and technical reports.

Performs other related duties and responsibilities as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the Motor Vehicle Code, laws, rules and regulations pertinent to the programs and operations of the Motor Vehicle Division.

Knowledge of the principles and practices of management.

Ability to interpret and apply pertinent laws, regulations, policies, and other program guidelines.

Ability to evaluate program effectiveness and recommend changes in organization, laws, regulations or program operation to enhance effectiveness.

Ability to work effectively with employees and the public.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

A.   Two (2) years of supervisory work, four (4) years of technical experience with the motor vehicle program, and graduation from a recognized college or university with a Bachelor's degree in Business or Public Administration or related fields; or

B.   Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

ESTABLISHED:	OCTOBER	1984	
AMENDED:	DECEMBER	1998	
PAY GRADE:	O		
HAY EVALUATION:	KNOW HOW:	EI3	264
	PROBLEM SOLVING:	E3 (33%)	87
	ACCOUNTABILITY:	E1C	100
	TOTAL POINTS:		451

This standard revises and supercedes the standard established OCTOBER 1984.

ELOY P. HARA
Executive Director
Civil Service Commission