



Classification: Assistant Director, MVI

Title Code: V07901

Pay Range: 30

POSITION SUMMARY:

This is a responsible administrative and managerial position which provides assistance to the Motor Vehicle Inspection Division director. The employee assists the director of the Motor Vehicle Inspection Division in establishing and administering the Motor Vehicle Inspection Program and the emission program, (Gateway Vehicle Inspection Program [GVIP]), through functional oversight, supervision and coordination of field activities. The employee in this position performs a variety of administrative responsibilities, e.g., analyzing staff and field operations, developing and recommending work standards, procedures, conducting studies, preparing reports, supervising clerical and technical employees assigned to the Motor Vehicle Inspection Division, developing and teaching MVI training courses, maintaining good public relations and liaison duties with other MSHP divisions, state agencies, private entities and the general public. The employee administers the safety inspection program, school bus inspection program, emission (GVIP) program, and VIN/Salvage examination. Duties also include traveling throughout the state to observe and monitor MVI operations conducted by troop MVI employees and to inspect/evaluate equipment and facility's needs. The employee in this position has considerable latitude in exercising independent judgment in providing functional supervision and oversight of the Motor Vehicle Inspection Program.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Assists the division director in establishing and administering the Motor Vehicle Inspection Program and emission (GVIP) program, through functional supervision and coordination of field activities; assists in the development or revision of departmental policy relating to the functions, services and procedures of the Motor Vehicle Inspection Division. Supervises employees assigned to the Motor Vehicle Inspection Division.

Provides technical and procedural assistance, both verbally and in writing, to staff and field personnel, governmental agencies, and the general public which are affected by motor vehicle inspection regulations.

Assists the director by writing proposed changes to statutes, administrative rules, division orders and interpretations; develops new forms; researches new inspection and investigative procedures; provides input for changes in draft legislation pertaining to motor vehicle laws; assists with bill reviews and fiscal notes.

Reviews and assists in developing and teaching training programs for inspector/mechanics, basic MVI and VIN/Salvage schools, in-service training, etc.; prepares lesson plans, instructs Motor Vehicle Inspection Program, utilizing videos, Power Point presentations, or other computer programs.

Reviews and analyzes reports and other documents for compliance with acceptable standards, to determine training needs and competence levels of operational and supervisory personnel, to improve supervisory deficiencies found, and to identify needed changes in established standards.

Routinely monitors the performance of personnel at troop headquarters and satellite stations, inspects facilities and equipment, monitors MVI overtime projects, identifies problems and training needs and notes any desirable changes in operating procedures relating to motor vehicle inspection operations.

Keeps field personnel informed concerning laws, rules, and regulations relating to motor vehicle inspection and assists in the development, publication, and maintenance of the Motor Vehicle Inspection Operations Manual.

Assists in the development and maintenance of a centralized file and/or database, containing master procedure manuals and forms, federal and state manuals, programs and directives, laws, rules and regulations, administrative orders, department directives, organization charts, training materials, examinations, etc.; and allied materials relative to motor vehicle inspection.

Assists the division director in investigating, researching and answering the inquiries or complaints of citizens relating to motor vehicle inspection activities; reviews MVI violation reports, special investigation reports, and safety inspection data for accuracy, completeness; makes appropriate recommendations for administrative penalties, and determines whether appropriate procedures and dispositions were followed (e.g., complaint investigations, covert investigations, and overt investigations).

Provides suggestions in the preparation of the division budget; makes determination as to need for inspection stickers/decals, MVI-2 forms, school bus inspection forms/stickers, shipping containers, and general operating supplies.

Supervises the VIN/Salvage Inspection program and the annual school bus inspection program.

Plans, coordinates, and assists in the conduction of surveys, studies and analysis of all phases of the Motor Vehicle Inspection Program and the Gateway Vehicle Inspection Program (GVIP), including operational procedures, forms, equipment, communications, etc; develops new forms as necessary.

Attends seminars and schools relating to motor vehicle safety, school bus, VIN/Salvage, and auto theft programs to gather and share information with peers as well as learn new developments and trends in motor vehicles and inspections; serves as an expert in the field and provides technical guidance to individuals within and outside the organization.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of the Missouri State Highway Patrol's policies, procedures, rules, and regulations and all laws concerning motor vehicle inspections, VIN/Salvage, school bus inspections, and auto theft techniques.

Extensive knowledge of the basic principles of vehicle/automotive technology.

Extensive knowledge of the methods, practices, procedures, equipment, and materials used in the inspection of motor vehicles.

Knowledge of the principles and techniques of supervision.

Ability to assume the responsibilities of the division director in the director's absence.

Ability to conduct motor vehicle inspections/re-inspections in accordance with prescribed regulations.

Ability to maintain complex records and files.

Ability to make sound, competent decisions.

Ability to perform job related travel as needed.

Ability to work independently.

Ability to prioritize, organize, and plan work effectively.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to develop, create, and/or analyze documents pertaining to the operation and training needs of the division.

Ability to establish and maintain effective working relationships with others.

Ability to exercise diplomacy and patience in dealing with individuals.

Ability to exercise judgment and discretion.

Ability to review reports for completeness, clarity, accuracy, and legibility.

Ability to gather, organize, analyze, and evaluate facts and figures to determine fundamental causes and symptoms of operational and organizational weaknesses.

Ability to use computer programs (Power-Point, Outlook, Excel, Word, Lotus Notes, etc.) in the development of training programs, lesson plans, presentations, division correspondence, etc.

Ability to complete advanced management and technical training courses as specified by the director of the Motor Vehicle Inspection Division.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate effectively (both orally and in writing), in the English language.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

Ability to travel and attend training or meetings that may require an overnight stay.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess at least seven years of experience as a Motor Vehicle Inspector, two of which must have been at the level of MVI Supervisor or higher.

If the successful candidate holds the position of MVI Supervisor, he/she must successfully complete a one year period as Chief MVI Inspector in the Motor Vehicle Inspection Division at GHQ before being eligible for promotion MVI Assistant Director.

If the successful candidate has held the position of Chief MVI Inspector for one year or more, he/she will be eligible for promotion to the position of MVI Assistant Director.

Must possess a High School Diploma or GED equivalent.

NECESSARY SPECIAL REQUIREMENTS:

Must possess a valid Missouri Inspector Mechanic license.

Must possess a valid driver license.

Must have successfully completed a job related examination as specified by the director of the Motor Vehicle Inspection Division.

Successfully complete the department's supervision/management course within one year.

Successfully complete MULES training within one year.

FLSA STATUS: Non-Exempt: MVI Supervisor, MVI Chief, MVI Senior Chief
Exempt: Assistant Director

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.