



**Classification:** Division Assistant Director (DVSD - Driver Examination)

**Title Code:** V07901

**Pay Range:** 30

**POSITION SUMMARY:**

This is a responsible administrative and managerial position which provides assistance to the Driver and Vehicle Safety Division Director. The employee administers and coordinates the driver examination program statewide including planning, organizing, staffing, and budgeting functions required to effectively manage the driver examination program. The employee also serves as a liaison with a variety of individuals including, but not limited to, Office of Administration and Department of Revenue staff as well as state approved vendors and suppliers. The employee also works closely with the division director in the development of policies and procedures reference the driver examination program. General supervision and direction is received from the division director with considerable independent judgment, decision-making, and discretion required.

**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.)

Supervises the division support staff assigned to general headquarters; provides feedback on performance, as needed; ensures work is completed within standard operating procedures and within predetermined deadlines; assists subordinates with questions, problems, etc.

Assumes the responsibilities of the division director in the director's absence.

Coordinates activities of the driver examination program between field personnel, division staff, and the Department of Revenue.

Assists in the development of the division budget consisting of state and federal funds; researches and prepares documents necessary to secure federal grants; monitors and analyzes expenditures in conjunction with Budget and Procurement division staff and briefs division director as needed; recommends and/or initiates cost saving measures.

Assists in the development of policies, procedures, rules, and regulations reference driver examination.

Keeps abreast of state and federal mandates to ensure the department is in compliance with same (e.g., CDL, ADA, etc.).

Prepares correspondence; responds to internal and external requests for information; deals with a variety of individuals in person and over the telephone reference Driver Examination Division.

Reviews and edits reports submitted by field personnel reference drivers tests, investigations of driver competency, and audits of third party testers.

Assists in preparing legislation, reviewing proposed legislation, and preparing fiscal notes reference driver examination.

Represents the department via association membership or committee participation (e.g., Motor Vehicle Policy Group, etc.).

Schedules and provides training for new examiners, recertification of all current examiners, and CDL training for state and third party examiners; develops and presents training materials to a variety of individuals reference driver examination.

Assists the director in securing lease facilities for driver examination offices; works with Office of Administration staff to ensure the facility meets ADA requirements.

Assists the director in obtaining supplies for the program and providing written tests and driver guides for examiners via RFP's requisitions, local purchase orders, etc.; works directly with vendors, suppliers, Office of Administration and Department of Revenue staff reference procurement.

Regularly attends troop driver examination meetings to provide division and staff level input; handles problems within the scope of responsibility/authority and briefs division director of same.

Assists Central Missouri State University in training school bus drivers and publishing the School Bus Trainer's Manual.

Provides information to public and private entities reference third party testers.

Administers promotional examinations and serves as an oral board member, as needed.

Generates reports on a variety of subjects, as needed.

Reviews and approves all invoices and processes for payment.

Performs a variety of administrative duties (e.g., maintains employee time records, approves/disapproves leave, approves expense reports, conducts employee performance evaluations, attends meetings, serves as an oral board member for positions outside of driver examination, serves on committees as assigned, and handles personnel issues and problems associated with division staff and field support staff).

Receives and appropriately handles complaints concerning the driver examination program and/or its staff.

Performs extensive job-related travel.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of Patrol policies and standard operating procedures, rules, regulations, and applicable state and federal laws.

Thorough knowledge of motor vehicle laws relating to driver licensing.

Thorough knowledge of the Driver Examination Division.

Knowledge of state and federal funding sources, bid preparation, and purchasing requirements.

Knowledge of the principles and techniques of supervision.

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

Ability to coordinate activities of the Driver Examination Division.

Ability to review and edit reports.

Ability to assist the director in securing lease facilities for driver examination offices.

Ability to procure necessary supplies utilized in the division.

Ability to attend meetings and handle problems within the scope of responsibility/authority.

Ability to work with Central Missouri State University staff reference training school bus drivers and publishing the School Bus Trainer's Manual.

Ability to administer promotional examinations and serve as an oral interview board member.

Ability to effectively prepare, submit, and monitor the division's budget consisting of state and federal funds.

Ability to develop policies, procedures, rules, and regulations reference driver examination.

Ability to prepare correspondence, reports, etc.

Ability to handle complaints about the driver examination program and/or its staff in a professional manner.

Ability to write and/or review bid specifications that meet applicable state and federal requirements.

Ability to assimilate new driver examination technology and/or equipment information and make recommendations for change.

Ability to develop and prepare training materials.

Ability to maintain records and files.

Ability to manage, develop, and motivate subordinates.

Ability to delegate work for the efficient, effective operation of division.

Ability to perform administrative duties as outlined in the description of duties performed.

Ability to operate a school bus and patrol vehicle within State of Missouri Guidelines.

Ability to perform extensive job-related travel.

Ability to operate basic office equipment as detailed in the description of duties.

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

Ability to communicate in English clearly and concisely, both orally and in writing.

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.

**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 seven years experience as a Driver Examiner within the Missouri State Highway Patrol, and must be classified as a Driver Examiner Supervisor or higher for two years.

If the successful candidate holds the position of a DE Supervisor, he/she must successfully complete a one year period as a DE Chief in the DVSD before being promoted to DE Assistant Director.

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

**NECESSARY SPECIAL REQUIREMENTS:** Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

Must never been convicted of a felony or any crime involving moral turpitude or have any indictment or information pending for any offense involving moral turpitude.

Must be at least twenty-one years of age at the time of employment.

Must possess or obtain and maintain a valid Missouri Operator's License.

Possess or obtain and maintain a CDL Teaching Certificate.

The Division Assistant Director may be required to furnish a vehicle to transport all required equipment. The state mileage rate will be used to reimburse employees for expenses incurred in performing job-related travel.

Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.

**FLSA STATUS:** Non-Exempt

**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.