



Classification: Division Assistant Director (DVSD - Motor Vehicle Inspection)

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 statewide Motor Vehicle Inspection (MVI) Program, including planning, organizing, staffing, and budgeting functions required to effectively manage the program. The employee also serves as a liaison with a variety of individuals including, but not limited to, the Department of Revenue staff as well as state approved vendors and suppliers. The employee works closely with the Division Director in the development of policy and procedures for the program, as well as training and oversight of personnel. General supervision and direction is received from the division director with considerable independent judgement, 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.

Administers the MVI Program through functional supervision and coordination of field activities, including the review of daily productivity, reviewing MVI violation and special investigation reports, ensuring proper enforcement measures are taken, and reviewing safety inspection data for accuracy and completeness.

Manages the statewide Vehicle Identification Number (VIN)/Salvage Inspection program, to include providing oversight and expertise in VIN plate production.

Responsible for the oversight of revenue processing procedures within the division, station order processing procedures, etc., as well as for budgetary assessment, equipment assessments, and maintenance needs of the division.

Receives and transmits motor vehicle and drivers' license information, administrative messages, etc., from and to other law enforcement agencies, license bureaus, reciprocity, etc., via teletype, email, telephone, facsimile, etc.

Oversees the personnel assigned to coordinate the School Bus Inspection Program, and assists the Missouri Gateway Vehicle Inspection Program Coordinator as needed.

Responsible for training of new inspectors in basic school, veteran inspectors during in-service, and ongoing field training as necessary.

Responsible for investigating, researching, and answering the inquiries or complaints of citizens relating to MVI matters.

Assists in preparing legislation, reviewing proposed legislation, and preparing fiscal notes reference motor vehicle inspection.

Assists in the development of division policy and its interpretation, administrative rules, and proposed changes to statutes.

Responsible for developing and updating new forms for division use, to include reviewing and updating program manuals.

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

Coordinates activities of the MVI Program between field personnel, division staff, and any outside partners, to include, but not limited too, the Department of Revenue, Department of Natural Resources, the Missouri Department of Transportation.

Administers promotional examinations, as needed.

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 motor vehicle inspection, serves on committees as assigned, and handles personnel issues and problems associated with division staff and field support staff).

Attends job-related training to gather and share information, best practices, 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 extensive job-related travel.

Performs other related duties 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 the Missouri State Highway Patrol's policies, procedures, rules, and regulations and all laws concerning motor vehicle safety inspections, VIN/Salvage inspections, school bus inspections, and auto theft techniques.

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

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

Thorough knowledge of the Motor Vehicle Inspection Division.

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

Knowledge of the principles and techniques of supervision.

Knowledge of Missouri's Gateway Vehicle Inspection Program.

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

Ability to coordinate activities of the Motor Vehicle Inspection Division.

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

Ability to review and correct reports.

Ability to procure necessary supplies utilized in the division.

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

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

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

Ability to develop policies, procedures, rules, and regulations reference motor vehicle inspection.

Ability to prepare correspondence, reports, etc.

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

Ability to assimilate new MVI 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 motor vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri statutes.

Ability to perform 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.):

Must be classified as an MVI Supervisor or higher.

NECESSARY SPECIAL REQUIREMENTS: Must possess a valid Missouri Inspector Mechanic license

Must possess a valid driver license.

Must successfully complete a job related written examination as specified by the Director of the Driver and Vehicle Safety Division.

Successfully complete the department's supervision/management courses as directed by the Division Director.

Successfully complete MULES training within one year of promotion.

Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. The sole exception is that one traditional band style ring tattoo may be displayed on a single finger. Any such ring tattoo will not extend beyond the proximal phalanx. 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: 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.