

DVS ASSISTANT REGIONAL SUPERVISOR

KIND OF WORK

Professional supervisory work in a driver examining area.

NATURE AND PURPOSE

Under administrative direction, an employee in this class provides supervision for employees performing driver license exams, motor vehicle dealer inspections and processing of related paperwork; performs related work as required.

This classification differs from the DVS Regional Supervisor due to the fact that the DVS Assistant Regional Supervisor oversees employees at a specific station, while the DVS Reg. Supervisor oversees a regional area of the state. A DVS Assistant Regional Supervisor reports to a DVS Regional Supervisor.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Interprets and administers overall division and department rules and regulations.

Investigates and resolves problems within the work area.

Analyzes work loads to set production standards and determines work method or job assignment changes as necessary. Interviews and hires new employees.

Conducts employee performance appraisal program according to Department guidelines and discusses individual training needs with each employee.

Supervises and/or conducts the administration of all tests and applications necessary to the issuance of all classes and endorsements of Minnesota driver licenses.

Teaches/promotes good public and human relations skills so that proper services is provided.

Conducts difficult or non-routine tests requiring supervisory action.

Supervises and/or conducts inspections of motor vehicle dealers and certain motor vehicles to insure compliance with statutory and discretionary authority.

Assists with the work of the deputy registrars and driver license functions of other related government offices in the region.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Driver License Law, No-Fault Insurance Law, Traffic Regulations Act, Motor Vehicle and Dealer's Law and other laws as well as motorcycle, school bus, commercial vehicle and other applicable regulations and policies that affect the driving public.

The public relations component pertaining to the administration of driver license tests and inspection of motor vehicle dealer's facilities and records.

Labor contract provisions and personnel procedures necessary for supervision of employees.

Skill in:

Human relations sufficient to create and maintain close and harmonious contacts with clerks of courts; private, public and commercial schools; local, county and state law enforcement agencies; motor vehicle dealers; and civic groups and organizations that have a vested interest in traffic safety and motor vehicle dealer functions.

Ability to:

Relate calmly to applicants, allowing them to give the best possible demonstration of their driving ability.

Resolve vehicle identification problems through VIN inspections.

Determine whether a person can meet the minimum standards to qualify for a driver license or endorsement by using accepted procedures as outlined in the Examiner's Manual.

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Rev.:
Ckd. 03/01/01, 8/29/02

T.C.: 03/01/01
Former Title(s): Driver Vehicle Services
Examining and Inspection
Supervisor