

**DEPARTMENT:** NIAGARA COUNTY  
**CLASSIFICATION:** EXEMPT/PENDING NYSCSC APPROVAL  
**APPROVED:** JANUARY 14, 2021

**DEPUTY COUNTY CLERK – DMV OPERATIONS MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for the operation of the motor vehicle offices. The incumbent is responsible for planning, directing, and administering the activities of all motor vehicle offices and for coordinating the activities with the appropriate state agency in accordance with related laws and regulations. The incumbent develops and recommends adoption of internal policies and procedures to provide and maintain the efficient operation of the division. The incumbent works under the general direction of the Niagara County Clerk and provides direct supervision over subordinates assigned to him or her. The incumbent works closely with senior department leadership as required on all administrative functions. The incumbent may act in the place of the County Clerk and has wide leeway for the exercise of independent judgment in carrying out duties in accordance with all local, state and federal regulations. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Supervises and oversees daily operations of all Niagara County motor vehicle offices;
2. Ensures professional competence and performance of motor vehicle and supervisory staff by establishing professional standards, protocols, policies and procedures;
3. Monitors expenditures, identifies variances and recommends corrective actions;
4. Assists in annual budget preparation by reviewing financial records and prepares reports relevant to the activities of the assigned office;
5. Assists County Clerk administration in the development of strategic short and long term business, market and operational plans focused on financial performance and viability of multiple locations;
6. Assists in the formulation and implementation of departmental policies and procedures for the business administration of the assigned office to maintain efficient operations;
7. Maintains liaison with appropriate state agencies to ensure coordination of its activities with those of the assigned office;
8. Keeps abreast of changes in traffic, penal and domestic violence laws, laws governing arrests and state regulations and initiates changes in procedures to implement them;
9. Oversees staff in coordinating assignments, training and development, reviews work, and prepares performance reports;
10. Performs required monthly New York State Department of Motor Vehicles (NYS DMV) audits to identify training and educational needs;
11. Establishes and maintains working relationships with commercial customers;
12. Provides evaluation of studies and reports;
13. Participates in NYS DMV audit reviews and assists in preparing a formal audit response;
14. May assist the County Clerk in interviewing prospective employees.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of pertinent sections of applicable New York State laws, rules and regulations relative to motor vehicles; good knowledge of techniques and procedures employed in gathering pertinent and confidential information; good knowledge of the principles and practices of public administration; good knowledge of the principles and practices of modern account keeping and budget control; working knowledge of County personnel practices and budgetary procedures; good writing and grammar skills; skilled in the use of computer systems; ability to operate a personal computer, modern software applications, and peripherals at an acceptable rate of speed and accuracy; ability to prepare correspondence and reports; ability to plan, direct and supervise the work of others; demonstrated ability to successfully direct people with diverse interests to work together for a common purpose; ability to secure the cooperation of others; ability to deal with challenging customer situations with tact and courtesy; ability to analyze and resolve complex problems; ability to gather, assemble, analyze and evaluate facts and evidence in order to draw logical conclusions; ability to establish and maintain a professional relationship and cooperative relations with local, state and federal agencies; ability to maintain confidentiality; ability to maintain records and a computerized database; good powers of observation; honesty; sound judgment; professional appearance; resourcefulness and integrity; physical condition commensurate with the demands of the position.

**CONTINUED**

## **DEPUTY COUNTY CLERK – DMV OPERATIONS MANAGER CONTINUED**

**PROMOTIONAL QUALIFICATIONS:** Candidate must have three (3) years of full-time permanent competitive status as a Motor Vehicle Representative II OR one (1) year of full-time permanent status as a Deputy County Clerk – Administration in the Niagara County Clerk’s Office immediately preceding date of appointment.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma **and one of the following:**

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of regents to grant degrees with a Bachelor’s degree in business administration, criminal justice, or related field and three (3) years of full-time paid experience directing, supervising and/or controlling an identifiable organizational unit or program; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of regents to grant degrees with an Associate’s degree in business administration, criminal justice, or related field and five (5) years of full-time paid experience directing and/or controlling an identifiable organizational unit or program; **OR**
3. Seven (7) years of full-time paid experience directing and/or controlling an identifiable organizational unit or program.

**SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

1. Candidates must be United States citizens;
2. Candidates conditionally offered an appointment will be subject to a Department of Criminal Justice Services (DCJS) “full search and retain” and Federal Bureau of Investigation (FBI) fingerprint screening. The fingerprint screening must be returned as negative for 49 CFR 1572.103, Disqualifying Criminal Offenses in order to be appointed. Candidates will be disqualified from appointment if the fingerprint screening is returned as positive. Employees must maintain “negative” status as a condition of continued employment;
3. Candidates must pass a New York State notary public exam within one (1) year of permanent appointment and employees must maintain active status as a notary as a condition of continued employment.
4. Candidates must possess a New York State Driver’s License for the duration of employment.