



STATE OF COLORADO
invites applications for the position of:

Operations Director - DMV/Titles and Registration

This position is open only to Colorado state residents.

CLASS TITLE: MANAGEMENT

LOCATION: Other (see primary location below for details), Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1881 Pierce Street, Lakewood, CO

SALARY: \$6,662.00 - \$10,608.00 Monthly
\$79,944.00 - \$127,296.00 Annually

FLSA STATUS: Exempt; position is not eligible for overtime compensation.

OPENING DATE: 10/09/12

CLOSING DATE: 10/23/12 05:00 PM

JOB TYPE: Full Time

WHO COMPETES: Individuals eligible for transfer, non-disciplinary (voluntary) demotion, or reinstatement will be required to participate in the competitive assessment process in order to be considered for this vacancy.

DEPARTMENT INFORMATION:



The Department of Revenue includes approximately 1,600 employees located throughout Colorado performing functions as varied as tax auditing, tax collection, taxpayer assistance, issuing driver licenses and motor vehicle titles, marketing lottery products, enforcing liquor laws, and regulating the Gaming, Horse Racing, Medical Marijuana, and the Auto Industry. Our employees are hard working and we strive to provide efficient and effective service to the citizens of Colorado.

The Department of Revenue also offers:

- Job security
- Distinctive career advancement opportunities throughout the State system
- Strong, secure, yet flexible retirement benefits including PERA Defined Benefit Plan, PERA Defined Contribution Plan, State Defined Contribution plan plus 401K and 457 plans
- Medical and dental health plans
- Paid life insurance
- Short- and long-term disability coverage
- 10 paid holidays per year plus generous personal time off

- ECO PASS offered at a reduced cost
- Excellent work-life programs, such as flexible work schedules, training opportunities and more.

DESCRIPTION OF JOB:

Duties

The employee in this position is responsible for providing top-level leadership, oversight, guidance, and strategic planning for the Title and Registration program within the Colorado Division of Motor Vehicles. Responsibilities include developing goals, objectives, and business/tactical plans; developing staffing plans; developing and executing the budget; acting as second-level supervisor; responding to and testifying before legislative committees regarding legislation and initiatives; and analyzing and implementing new legislation. The position acts as liaison to the County Clerk and Recorders in the 64 counties throughout the state who pursuant to statute are authorized agents of the State of Colorado for titling and registering vehicles statewide.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS AND CONDITIONS OF EMPLOYMENT:

Minimum Qualifications

Graduation from an accredited college or university with a bachelor's degree in Management, Business Administration, Public Administration or another field of study directly related to the work assignment AND

- Six (6) years of professional experience in Business or Public Administration. The experience must have included at least two (2) years of experience supervising a professional staff and two (2) years of professional public or business administration experience which included establishing goals and objectives and developing and managing a budget to achieve program goals and objectives.

Necessary Special Requirements

- Must possess and maintain a valid Colorado Driver's License.
- Must successfully pass a pre-employment criminal background check and tax evaluation

Substitutions

- A combination of work experience in the occupational field or specialized subject area of the work assigned to the job, which provided the same kind, amount and level of knowledge acquired in the required education, may be substituted on a year-for-year basis for the bachelor's degree.
- A master's or doctorate degree from an accredited college or university in a field of study related to the work assignment may be substituted for the bachelor's degree and one or two years of general experience respectively.

Preferred Qualifications

The outstanding candidate will have multiple years of demonstrated successful management of a large professional staff; experience in a government agency; The outstanding candidate will also possess excellent communication and interpersonal skills; excellent leadership, supervisory and teambuilding skills; and excellent negotiation and consensus-building skills.

DOR REQUIRED SKILLS & COMPETENCIES: Competencies required for all DOR positions include good communications skills (both oral and written), interpersonal skills, the ability to multi-task, the ability to work with confidential information, the ability to work in high-stress environments, and the demonstrated ability to assist customers in an effective, efficient, and elegant manner.

The following are conditions of employment with the Colorado Department of Revenue:

1. All employees must be current with their Income Tax filings and payments with the State of Colorado. This includes successfully passing a pre-employment evaluation of your tax records/accounts.
2. Applicants must agree to provide reference information and sign a waiver of liability in order to be considered for DOR jobs.
3. All DOR positions require successful completion of a background investigation prior to appointment. Background checks may include criminal, financial, traffic, civil, education, and/or experience checks or any other checks related to the assignment. Movement within the department to a different position may be cause for requiring additional background checks. Refusal to participate in the background check process will disqualify a person from employment with DOR. In addition, false, incomplete or inaccurate information, including failure to disclose a material fact during this process, may be grounds for disqualification from employment and/or your name being removed from the eligible list.
4. Department of Revenue employees are prohibited from "...exercising any regulatory control over any organization at which the employee was formerly employed or associated for a period of three years from the employee's last employment with such organization..." Prior employment, as it may be covered by this policy, will be considered in the hiring process.

5. Effective January 1, 2005, newly hired employees should be aware that employment with a state government employer offering public pension plans may cause a potential reduction of future Social Security benefits. The Department of Revenue is such an employer.

6. Employees in positions designated as overtime eligible under FLSA provisions (non-exempt), must be willing to accept compensatory time off in lieu of cash compensation for overtime work performed.

SUPPLEMENTAL INFORMATION:

Please submit an on-line application, résumé, and cover letter. Part of, or the entire exam for this position, will involve a review of the information you submit in your application material. Therefore, it is paramount that in the experience portion of your application and cover letter, you describe the extent that you possess the education, experience and competencies outlined in the job announcement as well as the special and/or preferred qualifications. Failure to include adequate information or follow instructions may affect your score and prevent you from competing in subsequent measures used to arrive at a top group of applicants.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Applicants are strongly encouraged to apply online. However, if NOT applying online, applications may be faxed to 303-866-3718

DEPARTMENT CONTACT INFORMATION:

Naomi Nigro 303-866-4280 H6G8XX/09:12/124

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created or the transfer, non-disciplinary (voluntary) demotion or reinstatement applicants. However, there is the possibility that appointment(s), for valid, articulated business reasons may be made by transfer, reinstatement, disciplinary or non-disciplinary demotion, trial service reversion, placement due to return from military service, or another method of appointment not stated.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/cojobs>

Position #TAA-00665-09/12
OPERATIONS DIRECTOR - DMV/TITLES AND REGISTRATION
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Operations Director - DMV/Titles and Registration Supplemental Questionnaire

- * 1. Please describe your professional experience in Business or Public Administration.

- * 2. Please describe your professional public or business administration experience which included establishing goals and objectives and developing and managing a budget to achieve program goals and objectives.

- * 3. Please describe your experience supervising a professional staff.

- * Required Question