OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL

DRIVERS FACILITY MANAGER II **Position Code: K3102**

DISTINGUISHING FEATURES OF THE CLASS

Under direction, plans, supervises, coordinates and evaluates the activities of Drivers Facility Representatives engaged in providing drivers license services to the public in a medium-sized downstate drivers facility.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Plans, supervises and coordinates the activities of staff engaged in writing applications, validating cash receipts, operating and entering data on computer terminal, operating photo ID/Drivers License equipment, and administering road examinations.

2. Responsible for assuring accurate accounting of and bank depositing all monies.

3. Attends meetings and maintains phone contact to keep abreast of policy or procedural changes.

4. Determines work schedules and priorities; handles special problems and answers questions concerning staff functions.

5. Responsible for maintenance of the physical plant.

6. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years high school and four years of general work experience, two of which have been in supervisory capacity in a driver's facility.

Knowledge, Skills and Abilities

Requires thorough knowledge of the Illinois Vehicle Code as it relates to obtaining or retaining driving privileges in Illinois.

Requires thorough knowledge of office methods, procedures and practices.

Requires working knowledge of business English, spelling and commercial arithmetic.

Requires possession of a valid Illinois driver's license.

Requires ability to plan, assign, supervise and evaluate drivers facility staff.

Requires ability to prepare complex reports.

DRIVERS FACILITY MANAGER II (Continued)

Requires ability to effectively communicate both orally and in writing.

Requires ability to deal tactfully with the general public and to develop satisfactory working relationships with staff.

Approved by the Secretary of State Merit Commission - November 15, 1977
Effective - December 16, 1977

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year