

OKLAHOMA MOTOR VEHICLE COMMISSION

4334 N.W. Expressway, Suite 183

Oklahoma City, Oklahoma 73116

405-607-8227

Executive Director Oklahoma Motor Vehicle Commission (OMVC)

Reports to: The members of the Commission who are appointed by the Governor of Oklahoma

Job Overview:

The Executive Director is responsible for overseeing all activities of the OMVC. This includes ensuring that the mission of the Commission is carried out in an efficient manner by its staff. The Director must be able to effectively interact with both the legislative and executive branches of government, as well as serve as the public face of the OMVC.

Responsibilities and Duties:

- In collaboration with the members of the Commission, set, prioritize and implement goals and procedures which most-effectively follow the mission and responsibilities of the OMVC.
- Establish and oversee the operating budget as authorized by the members of the Commission and in accordance with Oklahoma laws and procedures.
- Develop and maintain positive, effective working relationships with the OMVC Board, the OMVC staff, its licensees, and the citizens of Oklahoma whom we serve.
- Establish, collaborate and maintain relationships with other state agencies and industry groups on matters which could enhance the Commission's effectiveness.
- Remain current on legislation with potential to impact the OMVC and be available as a resource for legislators.
- Hire, supervise and train staff to achieve the goals of the OMVC.

Qualifications:

At least 10 years of experience with progressively expanded responsibility in the motor vehicle industry.

- College degree required, advanced degree preferred.
- Ability to balance and prioritize multiple responsibilities in an effective manner.
- Demonstrated strong oral and written communication skills.
- Ability to effectively interact and engage differing and sometimes competing interested parties to reach resolution on a variety of Commission matters.

How to Contact us:

Interested parties should submit their resumes or inquiries to email@omvc.ok.gov

All inquiries will remain confidential