



Job Title: Job Title: **Information Technology Specialist (Application Software)**

Grade: CS-2210-15

Salary: \$104,708- \$147,771

Requirements: Must successfully pass a criminal background and consumer check as a condition of employment.

Qualifications: Applicants must possess at least one (1) year of specialized experience equivalent to the CS-14 level or its non-District equivalent experience in the private or public sector.

Job Description:

The position is located in the DC Department of Motor Vehicles (DCDMV), Information Technology Office. The position primarily involves providing critical leadership and technical expertise in setting up modern large-scale information technology (IT) projects. In addition, the position involves proven project management expertise in a complex IT setting in a customer focused operations environment.

Preferred Experience: Expert knowledge of and demonstrated skill in building complex Web applications code and databases. Experience using source code control and change management software packages and application security experience sufficient to provide technical guidance and advice on highly complex IT issues.

Advanced knowledge and demonstrated experience generating use cases, test scripts during requirement gathering process and user testing phases, generating manuals, training documents and conducting training to various senior management members and user groups.

A minimum of 3-5 years of NED development experience leading, building and enhancing complex Web-based applications.

Preferred Education: A bachelor's degree from an accredited college or university in Information Technology or related field.

Job Title: IT Specialist (Webmaster)

Grade: CS-2210-11

Salary: : \$58,557 - \$75,495

Requirements: Must successfully pass a criminal background

Qualifications: This position is located within the Department of Motor Vehicles (DMV), Public Information Office. The IT Specialist (Webmaster) is responsible for performing all development and maintenance of website content including records, forms, applications, graphics, which ensures operational functionality of DMV’s website and online records search tool.

Job Description:

Qualifications:

- Four (4) years relevant experience in web design, maintenance, and content management highly desirable
- Knowledge of visual design/presentation, and/or specialized subject matter knowledge to present information and communicate ideas electronically.
- Thorough knowledge and experience in website management and technology, including site maintenance processes/procedures, development of hypertext markup language (HTML) and customary programming languages.
- Knowledge of DRUPAL web production, including editing, design, and graphic tools. Knowledge of critical thinking in resolution of DRUPAL usage problems and the ability to convey DRUPAL best usage practices.
- Knowledge of writing scripts to produce data reports.
- Ability to oversee all aspects of a website and learn and develop new applications. Detail-oriented approach to problems
- Ability to communicate with a variety of people. Skill in written and oral communication.
- Knowledge of user-friendly web design, Adobe Acrobat Photoshop, and records management tools, such as FileNet.



Job Title: **Supervisory Legal Instrument Examiner**

Grade: M-0301-11

Salary: \$65,777 - \$92,088

Requirements:

Qualifications:

10 years of relevant (*supervising or leading a group of 30 or more employees*) experience

- Participates in the review of rules, regulations and laws affecting operations and makes recommendations for revisions.
- Initiates procedures and techniques to improve customer services.
- Coordinates work with the manager on all phases of projects and special assignments.
- Plans, schedules, and coordinates work efforts with staff to promote team concept.
- Plans, directs, assigns, and reviews the work to be accomplished by subordinate staff; sets goals; and establishes deadlines; sets priorities; and solves complex problems associated with work operations

Job Description:

This position is located within one of the Service Centers operations of the department. The incumbent will work in a matrix organization and be cross trained in the functions of each administration. The administrations consist of functions involving vehicle titling, vehicle registration, driver's licensing and identification and ticket hearing support. The incumbent serves as the primary point of contact between front-line employees and management, with primary responsibility for ensuring the integrity, effectiveness and efficiency of the quality of customer service provide by DMV employees. The incumbent is responsible for planning, evaluating and supervising activities and staff at the customer service facilities. The incumbent will be working in stressful environments where superior customer service will be utilized.