

Title & Registration Coordinator – DMV Job Description

Presented by: Deputy City Administrator Carlson

Consideration to Approve



KEY REASONS for Reclassification:

After the separation of the Branch Office Manager in October 2025 – the city evaluated whether a full managerial position is currently necessary or whether a lead level role better aligns with operational needs and the long-term organizational structure.

Based on this review, I and the Administrative staff, recommend reclassifying the former Manager position (Grade 15) to **Title & Registration Coordinator (Grade 13)**, a reduction of two pay grades.



KEY REASONS for Reclassification:

Essential Duties include:

- ❖ Day-to-day workflow coordination
- ❖ Advanced technical expertise in titling and registration
- ❖ Support for customer service and quality control
- ❖ Peer mentoring without supervisory authority

Essential Duties not included:

- ❖ Authority for hiring, discipline, or performance evaluations
- ❖ Budget management
- ❖ Policy development

