

STATE OF MINNESOTA: MINNESOTA DEPARTMENT OF TRANSPORTION

EMPLOYEE'S NAME:

AGENCY/DIVISION:

Mn/DOT – Commissioner's Office

CLASSIFICATION TITLE:

Executive Aide - 9M

Employment Condition:

Statutorily Unclassified

WORKING TITLE (if different):

Executive Assistant to the Commissioner

POSITION CONTROL NUMBER:

PREPARED BY:

Theresa Johnson

EMPLOYEE'S SIGNATURE: _____

(This position description accurately reflects my current job)

DATE:

SUPERVISOR'S SIGNATURE: _____

(This position description reflects the employee's current job)

DATE:

POSITION PURPOSE:

The purpose of this position is to provide a full range of executive administrative support to the Commissioner in the management of the Office of the Commissioner of Transportation.

REPORTABILITY:

Reports to: Special Assistant to the Commissioner/Deputy Commissioner/Commissioner

Supervises: N/A

DIMENSIONS

Budget: None

Clientele: Commissioner of MnDOT
Deputy Commissioner
Assistant Commissioners
MnDOT managers, supervisors, and staff
Governor's Officer
Commissioner's of other state agencies and their staff
Federal officials and other federal agencies
State legislators and their staff
Media
Special interest groups
General public

Resp. No: 1
Priority: A
% of Time: 25%
Discretion: A

Schedule meetings and appearances for the Commissioner.

Tasks:

Understand which meetings and appearances should be scheduled or seek clarification from the Commissioner.

Schedule travel time and preparation time for each meeting or appearance unless otherwise instructed.

Assist the Special Assistant to the Commissioner in developing a process that identifies appropriate information needed for meetings/presentations the Commissioner is scheduled to give.

Provide preparation material to the Commissioner at least 24 hours in advance of the scheduled presentation time. Such material should include:

- An event briefing sheet containing the name of the events; names, titles and organizations of participants (if known); subject(s); date and time; location and directions; details of any special travel arrangements; and any other relevant information the Commissioner should know before arriving at the event;
- Talking points
- Agenda, if any
- Briefing memo, if any
- Any relevant background material

Remind Commissioner of any special considerations before the event, e.g., individual attendees he should speak with.

Make necessary travel arrangements and provide detailed itinerary to Commissioner.

Control access to the Commissioner's Office in accord with the Commissioner's wishes or preferences so that he has the time he needs to prepare for events, return calls, review correspondence and perform other activities.

Resp. No: 2
Priority: A
% of Time: 45%
Discretion: A

Manage the Commissioner's correspondence to ensure items are tracked, reviewed and responded to within appropriate timelines.

Tasks:

Receive and sort all incoming mail for the Commissioner.

Review all Email messages, routing all action items to appropriate person for reply.

Develop a tracking system for the Commissioner's correspondence to ensure that items are not lost and that all are responded to as appropriate.

Develop a filing system for the Commissioner's correspondence to ensure that important items are retained and are easily accessible when needed.

Set deadlines for the return of Email responses and correspondence for which responses or research have been requested and follow-up as necessary.

Maintain the Commissioner's correspondence files.

Resp. No: 3
Priority: A
% of Time: 15%
Discretion: A

Manage the Commissioner's telephone calls and, as requested, e-mail messages to ensure that contacts are responded to as appropriate and in a timely manner.

Tasks:

Develop and maintain a phone log, preferably an electronic log.

Prioritize calls as to their importance or need for immediate response.

Monitor log, and, if the Commissioner has not returned a call within 24 hours, return the call or find another person to do so.

Determine when to page the Commissioner for urgent phone calls.

Screen calls and determine if the Commissioner should be interrupted to take a call.

Resp. No: 4
Priority: A
% of Time: 10%
Discretion: A

Continually assess the Office of the Commissioner's needs, support agency vision and mission and identify the appropriate ways and/or people to meet those needs.

Tasks:

Lead, model and facilitate effective and harmonious relationships with the Commissioner, Executive Management Team, Administrative Support Team and other constituents of the agency.

Serve as the lead to Administrative Support Team by chairing meetings, creating meeting agendas and ensuring follow-through on action items and other initiatives agreed upon by the Team.

Model Servant Leadership to ensure working environment adopts and demonstrates these concepts.

Assist with the organization of special events.

Support AASHTO Mississippi Valley Conference, including scheduling meetings, taking meeting minutes, etc.

Maintain a file of current Mn/DOT and State policies, plus a list of who to call for information about such policies.

Prepare the Commissioner's timesheets and expense reports, with all appropriate documentation, for his review and signature.

Identify need for briefing memos, level of detail in memos, and request the appropriate person to prepare them.

Resp. No: 5
Priority: A
% of Time: 5%
Discretion: A

Maintain the Commissioner's private office so that it is always equipped to meet his daily needs.

Tasks

Keep the office neat and clean

Maintain an adequate supply of the Commissioner's preferred office supplies.

Make sure the Commissioner's computer hardware and software are functional at all times.

Maintain the Commissioner's files in a way that items are easily retrievable by the Commissioner at any time.

Provide the Commissioner with training and/or instruction on use of the office equipment.

EMPLOYEE'S NAME:

POSITION CONTROL NUMBER:

**NATURE AND SCOPE (relationships; knowledge, skills and abilities;
problem solving and creativity; and freedom to act.)**

Relationships:

The incumbent of this position must maintain a close working relationship with the Special Assistant to the Commissioner and the Commissioner as well as immediate executive staff, division directors, office directors, district management, line managers and supervisors, representatives from other federal and state agencies, the Governor's Office, legislators, the media, special interest groups, and the general public. It is essential that a highly professional manner is maintained by this representative of the Commissioner's Office; that the policies and procedures of Mn/DOT are reflected accurately; and that confidentiality is maintained.

Knowledge, Skills and Abilities:

The incumbent must possess excellent executive assistant skills to the extent that this position must relate closely with high level managerial employees and must deal continuously with managers within the agency, other state agencies, representatives of the Governor's Office, and legislators. Extensive knowledge of the organizational structure is imperative. The incumbent must also possess exceptional human relations skills to establish and maintain good relationships with a variety of customers ranging from the general public to the Governor and other leaders.

The incumbent must be able to balance and appropriately prioritize competing demands. They must be able to handle very detailed work, while also having a broad understanding of MnDOT and the Commissioner's role within the agency and as part of the Governor's Cabinet. The incumbent must have the ability to work under tremendous pressure and time scheduling, especially during the budget process and legislative session.

The incumbent must have exceptional organizational ability, resourcefulness, and other administrative skills such as the ability to operate sophisticated office equipment, high level typing skills, and knowledge of and experience with personal computers, word processing, spreadsheets, e-mail, the Internet, etc.

The incumbent must be able to exercise discretion with regard to the Commissioner's business, be patient with problem customers, and be poised and calm during times of seeming-crisis.

Problem Solving:

The incumbent must provide the Commissioner with a means to avoid routine matters in order to enable him to concentrate on matters of greater concern. Comprehensive knowledge of the agency is essential to screen the routine matters from the non-routine. The incumbent must be able to respond to inquiries immediately and refer to executive management those which require a statement of policy. It is necessary to handle multiple problems at once while continuing normal operations, make proper determinations of information provided, or determine the appropriate referral.

Freedom to Act:

The incumbent reports to the Special Assistant to the Commissioner and the Commissioner as he requests or as the incumbent deems necessary to clarify particular problem areas. Once given an assignment, the incumbent is expected to complete it independently or with the aid of other agency employees. Routine assignments are performed without prior approval, once delegated authorities have been determined. Supervision is of a minimum and directions are given verbally. The position operates within the constraints of Minnesota Statutes, rules, regulations, and policies.

