

STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION

250-020-10  
HUMAN RESOURCES  
08/20  
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**POSITION DETAILS**

Position Number: 55003555 Working Title: Director of Rural and Community Affairs FTE: 1.00  
 Incumbent: Brad Drake Pay Plan: Selected Exempt Service Security Role Code: B  
 Division / Comparable: Office of the Secretary / Chief of Staff and Legislative Programs  
 Bureau / Comparable: \_\_\_\_\_  
 Section / Subsection: \_\_\_\_\_  
 Headquarters / County Code: Leon / 37  
 Physical County/County Code: Walton / 66

	<u>Current</u>	<u>Proposed</u>
Organization Level:	<u>5500010500000</u>	_____
InterDept # :	<u>09-9050-3000</u>	_____
Broadband Level Code:	<u>13-1111-04</u>	_____
Class Title:	<u>Senior Management Analyst II-SES</u>	_____
Class Code:	<u>2225</u>	_____

**REPORTING STRUCTURE**

This position reports directly to:

<u>Position No.</u>	<u>Broadband Code</u>	<u>Broadband Occupation</u>	<u>Class Title</u>	<u>Class Code</u>
55000565	10-1021-01	General and Operations Managers	Legislative Affairs Administrator	9633

Direct reports to this position:

<u>Position No.</u>	<u>Broadband Code</u>	<u>Class Title</u>	<u>Class Code</u>	<u>Headquarters</u>

**STATUTORY AUTHORITY AND BUDGET**

What statutes establish or define the work performed? \_\_\_\_\_

This position has financial disclosure responsibility in accordance with Section 112.3145, F. S.:  Yes  No

Current budget for which this position is accountable (if applicable):

Budget Entity: 55150500: Executive Direction & Support Svcs

Salaries & Benefits: \$ \_\_\_\_\_ O.P.S: \$ \_\_\_\_\_

Expenses: \$ \_\_\_\_\_ F.C.O: \$ \_\_\_\_\_

Data Processing: \$ \_\_\_\_\_

TOTAL ALLOTMENT: \$ \_\_\_\_\_

If the current budget includes other areas of accountability include them in the TOTAL ALLOTMENT and provide a brief explanation.

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**DUTIES AND RESPONSIBILITIES**

<u>% of Time</u>	<u>Duties and Responsibilities</u>
35%	Act as a Community Liaison for the Florida Department of Transportation to Rural Communities & Stakeholders located therein.
35%	Work with and assist constituents and community leaders on issues and concerns related to state government.
10%	Coordinate with the Florida Department of Transportation Correspondence Office to ensure that the correct stakeholders are included in communications.
5%	Assist the Florida Department of Transportation's Regional Representatives in answering questions from constituents in rural communities that arise during outreach efforts.
5%	Provide reports on all outreach efforts, in coordination with the Florida Department of Transportation's Regional Representatives.
5%	Monitor regional transportation authorities and organizations with a focus on rural communities.
5%	Performs other duties as directed.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge, skills and abilities, including utilization of equipment, required for the position:

Knowledge of the methods of data collection and analysis. Knowledge of basic management principles and practices. Ability to collect, evaluate and analyze data to develop alternative recommendations, solve problems, document work flow and other activities relating to the improvement of management practices. Ability to organize data into logical format for presentation in reports, documents and other written materials. Ability to conduct fact-finding research. Ability to utilize problem-solving techniques. Ability to work independently. Ability to plan, organize and coordinate work assignments. Ability to communicate effectively. Ability to establish and maintain effective working relationships with others.

**LICENSURE & OTHER JOB-RELATED REQUIREMENTS**

Licensure/registration/certification requirements (If applicable, list the appropriate Florida Statute or federal regulation cite):

Other job-related requirements for this position:

**MINIMUM QUALIFICATIONS**

Minimum Qualifications (CS Only):

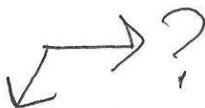
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**SCHEDULE**

Working hours:



(A) Daily from 8:00 to 5:00

(B) Total hours in workweek: 40

(C) Explain any variation in work (split shift, rotation, etc.): \_\_\_\_\_

(D) Work Week Type:  4 - 09  4 - 10  5 - 07  5 - 08  7 - 40

(E) Shift Code:  0 = Regular  1 = Evening  2 = Night  3 = Rotating

**ADDITIONAL POSITION INFORMATION**

Check those that apply:

Uniform Allowance  Drug Screening

Security Check:

No security screen required  Level 1 Background investigation required  
 Level 2 Background & fingerprint required  Financial  
 Management

Other:

Purchasing Agent  Vendor Invoice/Warrant Processing  
 Work with/around Department of Corrections Inmates  
 Driver License Type  A  B  C  E

**CHANGES MADE DURING THIS UPDATE**

Indicate specifically what has changed in this position description since it was last updated, reclassified or add/deleted. Include specific functions or duties and/or responsibilities that have been added or taken away.

**UPDATE WORKING TITLE, DUTIES AND KSAS**

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**SIGNATURES**

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position.

\_\_\_\_\_  
Incumbent signature: Date

\_\_\_\_\_  
Supervisor's signature Title Date

\_\_\_\_\_  
Approval of Reviewing Authority (Division Director, Agency Head or other) Title Date

\_\_\_\_\_  
Approval of Agency Personnel Officer Title Date

<b><u>APPROVAL AUTHORITY USE ONLY</u></b>				
Position Exempt Under 110.205(2)(W), F.S. Confidential				
Type of Transaction: Update				
<b>POSITION ATTRIBUTES:</b>	Broadband Level Code	Class Code	Approved By	Effective Date:
EEO: 02				
CBU: 89	13-1111-04	2225		
Special Risk: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>APPROVED BROADBAND OCCUPATION:</b>			
Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	MANAGEMENT ANALYSTS			
CAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>APPROVED CLASS TITLE:</b>			
	SENIOR MANAGEMENT ANALYST II - SES			