

Functions of the Commissioner's Special Assistant and Support Team

Thomas K. Sorel
Commissioner

Rebecca Fabunmi
Special Assistant to the
Commissioner and Deputy
Commissioner

- Serve as key strategist and linkage to strategic initiatives for the Commissioner:
 - Manage and coordinate ad-hoc initiatives
 - Direct the "We Are Mn/DOT" lecture series
 - Create invitations to learning
 - Coordinate Mn/DOT stewardship opportunities
 - Coordinate Commissioner's Innovation Fund activities
 - Foster a servant leadership environment
- Lead special studies and project teams
- Manage and coordinate internal and external marketing opportunities for the Commissioner
- Ensure continuity with external contact activities

Nancy Stone
Special Projects Assistant

- Support strategic initiatives
- Support ad-hoc initiatives
- Plan, coordinate, and implement special events
- Coordinate marketing packages
- Complete special projects as assigned
- Support Mn/DOT's leadership of the AASHTO Mississippi Valley Chapter
- Promote servant leadership philosophy
- Perform administrative support duties as assigned

Heidi Bryand
Administrative Assistant

- Greet visitors to the 4th floor
- Log Commissioner's correspondence
- Provide backup administrative support for the Commissioner's staff and for Division Directors
- Serve as backup to the Executive Assistant
- Answer telephones
- Copy and collate materials for marketing packages
- Perform administrative support duties as assigned

Vacant
Executive Assistant

- Manage the Commissioner's calendar:
 - Schedule meetings and appearances
 - Provide materials for speaking engagements
- Serve as primary point of contact for internal and external inquiries
 - Manage the Commissioner's e-mail
 - Answer, direct and track the Commissioner's correspondence
 - Answer the Commissioner's telephone
- Make travel preparations for the Commissioner
- Initiate employee recognition activities
- Serve as lead to the Admin Support Team
- Perform administrative support duties as assigned

Commissioner's Support Team Org Chart

