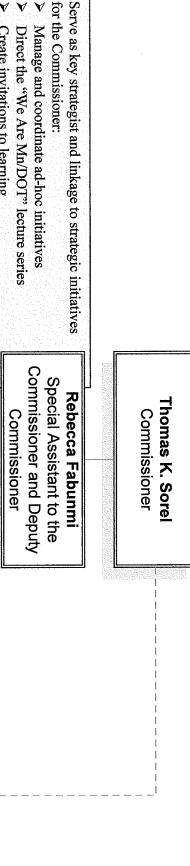
Functions of the Commissioner's Special Assistant and Support Team



- for the Commissioner:

- 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
- opportunities for the Commissioner Manage and coordinate internal and external marketing
- Ensure continuity with external contact activities

Heidi Bryand

Administrative Assistant

Special Projects Assistant

Nancy Stone

- Support strategic initiatives
- Support ad-hoc initiatives
- events Plan, coordinate, and implement special
- 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

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

Executive Assistant

Vacant

- Manage the Commissioner's calendar:
- Schedule meetings and appearances
- Provide materials for speaking engagements
- external inquiries Serve as primary point of contact for internal and
- 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

