DA 281-2 (Special)
Rev. 01-97 (KDOT)

State of Kansas Department of Administration
DIVISION OF PERSONNEL SERVICES

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to KDOT Bureau of Personnel Services.

CHECK ONE: ☐ **NEW POSITION** ☒ EXISTING POSITION

Agency # 276 Position

PART I - Position Information

1. Agency Name **KS Dept. of Transportation**	9. Position Number **00-04-00-807 / K0231548**	10. Budget Program Number **1220**
2. Employee Name (leave blank if position vacant)	11. Present Civil Service Title / FLSA code (if existing position) **Unclassified / Deputy Director Aviation & UAS (Unmanned Aerial Systems) / Exempt**	
3. Division **Aviation**	12. Proposed Civil Service Title	
4. Section	**For use by Personnel Office**	
5. Unit	13. (a) Allocation	(b) FLSA code
6. Location (address where employee works) **City Topeka** **County Shawnee**	14. Effective Date	
7. (Check appropriate items) **Full Time X** Regular **X 100%** Part Time Temp	15. By Approved 16. Audit Date: By: Date: By:	
8. Regular hours work: (check appropriate time) **FROM: 8 AM** **TO: 5 PM**	17. Position Review Date: By: Date: By:	

PART II -- Organizational Information

18. a) Briefly describe why this position exists. (What is the purpose, goal or mission of this position?) b) **If this is a request to reallocate a position,** briefly describe the reorganization, reassignment of work, new function added by law or other factors which change the duties and responsibilities of the position.

The Deputy Director UAS officially served as both Deputy Director of Aviation and Director of UAS throughout his tenure at KDOT. This title change reflects the duties assigned to this office with no change of status or compensation.

The employee in this position will have the working title of "Deputy Director Aviation & UAS (Unmanned Aircraft Systems)." The duties of this employee shall be to create, coordinate, manage, facilitate and provide direction for strategies to develop and support Aviation/UAS industry and employment in Kansas. The Deputy Director shall pursue activities toward that end including, but not limited to: development of a strategic plan to bring industry business and employment growth within the state; developing, coordinating and providing direction for partnerships programs and activities with governmental agencies, public and private educational institutions in the state, both military and private sectors and any other appropriate public and private sector organizations. Development of an outreach program to educate both private and public sectors about aviation, UAS and supporting industries in an effort to develop interest and grow understanding for the industry as it relates to the Kansas economy. Coordinate, facilitate, and expedite the use of UAS with state and local law enforcement, firefighters and other emergency responders in Kansas. Maintain a strategic plan for the overall development of the aviation industry and supporting industries in the state of Kansas. Work on funding from the federal government and/or its agencies and/or any other non-governmental source for research studies, investigation, planning, programming and any other purposes related to the duties of the director. Additional functions and duties maybe assigned by the division director as the position grows.

19. Who is the supervisor of the position? (Who assigns work, conducts performance reviews, gives directions, answers questions and is directly in charge?)

Name	**Civil Service Title**	**KDOT/SHARP Position Number**
Robert W. Brock	Director of Aviation	00-04-00-001 / K0066205

20. a) How much latitude is allowed the employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail work assignments are made.

a) The employee has considerable amount of latitude in completing work. Work is performed independently and through collaboration with colleagues under general direction of the Secretary and Director of Aviation with most assignments only given instruction as to the desired outcome.
b) Instructions are most frequently in verbal form but may also be outlined or written directives. Instructions are frequently broad requiring the incumbent to interpret and innovate. There may be no direct technical supervision and incumbent has responsible control over the higher complexity projects that have project values in the millions of dollars.
c) Methods and guidelines used in completing work assignments are usually given by providing expectations in terms of general results. Methods and guidelines may derive from federal compliance requirements.

Check the statement which best describes the results of error in action or decision of the employee:

( ) Minimal property damage, minor injury and/or minor disruption of the flow of work.
( ) Moderate loss of time, injury, damage and/or adverse impact on health and welfare of others.
(X) Major program failure, major property loss and/or serious injury.
( ) Loss of life and/or disruption of operations of a major agency.

Give examples:

Performance failure can jeopardize the agency's ability to adequately plan and utilize resources, resulting in the inability to execute program priorities, and can jeopardize state receipt of federal funds. Failure to perform duties could result in serious flight-safety issues that can contribute to aircraft accidents and have a significant adverse impact to airport utility, thus reducing the ability for air ambulance service or business development from entering a community.

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21. Describe the work of this position using this page or one additional page only. Use the following format for describing job duties: **What** is the action being done (use an action verb)? To **whom** or **what** is the action directed (object of action)? **Why** is the action being done (describe the expected result or outcome)? ***How** is the action being done (describe the manner, methods, techniques or procedures by which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for? Number each task, indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential Functions are the primary job duties for which the position was created (see 18a) and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

No.	%	E/M	
			Leadership Statement: It is expected that the person in this position will provide effective leadership to their assigned work unit. This includes such things as leading by example, providing performance objectives, midyear performance feedback discussions, timely performance reviews, coaching and counseling, discipline, and providing employee development opportunities for employees under their supervision.
1.	35%	E	**Strategic Plan for Development and Economic Development:** Develops and manages a 5-10 year strategic outlook that will grow and support the aviation industry in the state of Kansas and the Department of Transportation in accordance with KSA 75-5016. Develops, coordinates and provides direction for partnership programs and activities with all governmental agencies, public and private educational institutions, both military and private sectors entities and any other appropriate public and private sector organizations. The outreach program educates both private and public sectors on the UAS industry and related industry stakeholders in an effort to develop interest and grow the UAS industry. Develops, coordinates and provides direction for partnerships with agencies, appropriate authorities, boards, commissions or other public or private organizations or public or private educational institutions of other states where beneficial to development of the Kansas UAS industry. Efforts will be focused on how best to leverage Kansas resources to ensure the overall economic development and bringing in business friendly to the UAS program to the state. This will also require the management and understanding of the best practices that will allow for comparative advantages and that will offer the best opportunities for industry and employment growth, and providing coordination and direction for implementation. Enters agreements as necessary. Directs the preparation of the division budget and work plans and reviews budget and work plans regularly.
2.	20%	E	**Government Outreach:** Interacts with the general public, private business, internal departments, state agencies and overall state government and others to maintain communication necessary to implement department policy and to achieve department, division, bureau agencies and state goals and objectives. Reports program progress to the Director of Aviation and Secretary of Transportation, and recommends alternative actions when corrective activity is required.
3.	15%	E	**Technical Guidance and Research:** Provides professional, highly technical guidance and direction to communities, airport owners, and the state for the implantation of federal and state programs, standards and regulations relating to

			and aviation. Works on the development of research programs that will allow for Department to see the best use practices when dealing with the use of UAS in the Department of Transportation. Reviews and evaluates any local and state plan for the implementation of the use of UAS. Serves on the Kansas Aviation Adversary Committee as the UAS expert. Evaluates all aviation grant programs for the use of UAS as needed.
4.	10%	E	**Federal and State Law:** Manages all federal, state, county, and municipal policy including but not limited to understanding the framework of regulations that would allow for the commercial and private use of UAS in today's aviation system. Informs the Department of Transportation and other state agencies of any changes that may be implemented across the varying governmental levels.
5.	10%	E	**Outreach and Supervision of Staff:** Communicates with federal, state and local officials, including national and state wide, regional or division administrators of federal agencies, agency heads within state government, administrators of the Metropolitan Planning Organizations and the technical and administrative staffs of these agencies. Represents the state, agency, and division, meetings, hearings, and other assemblies, both public and private. Implements and administers agency policy regarding personnel, equal employment opportunities, and other employment matters.
6.	10%	**E**	**Special Projects:** Provides general support to the agency, including attending meetings on behalf of the Bureau and making presentations to local communities. Other duties as assigned.
		E	**Must be capable of performing the essential physical functions detailed in Section 28.**

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodations for qualified persons with disabilities.

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22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
    ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
    (X) Plans, staffs, evaluates, and directs work of employees of a work unit.
    ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

    b) List the titles and position numbers of all persons who are supervised directly by the employee on this position.

Civil Service Title	**KDOT / SHARP Position Numbers**
Public Service Executive II	00-04-00-809/K0236341
Public Service Executive I	00-04-00-808/K0232580
Public Service Administrator I (Temp)	00-04-00-901/K0235820

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23. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

    This position requires constant contact with airport managers, aviation/engineering consultants, federal officials, representatives of local government, KDOT officials and representatives of other state agencies.

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24. What hazards, risks or discomforts exist in the job or work environment?
    ( ) Frequent exposure to extreme cold/heat wet/humid conditions.
    ( ) Exposure to mechanical parts such as but not limited to, muffler, exhaust pipes, and other radiant energy equipment.
    (X) Exposure to noise, vibrations, fumes, odors, gases, dust and/or poor ventilation.
    ( ) Works in traffic.
    (X) Other: Airport environment in various weather conditions.

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25. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.
    - General office equipment, including a computer, is used daily.
    - Limited use of general aviation equipment.
    - Periodic use of survey tools for airport inspections.
    - **For more specific information on equipment used regularly please see Section 28.**

PART III -- Education, Experience and Physical Requirements

26. **REQUIRED CLASS SKILLS (**See Class Specifications)

Minimum Requirement: Five years of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

27. **SPECIAL REQUIREMENTS**

a) Indicate any license, registration, certification, etc. required for this position:

( ) Professional Engineer License
( ) Engineer in Training Certificate
( ) Survey License
( ) CDL - Employee must attain a Commercial Driver's License with required endorsements or options within 60 days of hire, and maintain it, unless the time is extended by the District Engineer in accordance with SOM 2.1.9. **(This statement is for Equipment Operator positions.)**
( ) CDL - Employee must attain a Commercial Driver's License with required endorsements or options within 60 days of hire and maintain it unless the time is extended or the employee is exempted by the District Engineer, Bureau Chief, or Division Director in accordance with SOM 2.1.9. **(This statement is for CDL positions other than Equipment Operators.)**
(X) Other: Valid Pilot's License

b) List preferred education or experience that may be used to screen applicants.

- Knowledge of the principles and practices of the aviation/airport environment and public/business administration
- Knowledge of KDOT policy and procedures and programs
- Ability to interpret and apply state and federal legislation, regulations and requirements
- Ability to communicate both written and verbally to various audiences
- Ability to establish priorities when presented with conflicting demands
- Deal effectively with officials at all levels of government; and
- Excellent work management skills to complete multiple tasks under short deadlines.
- A private pilot's license
- Experience working in an airport management environment or providing consulting services to an aviation client
- Working/coordinating with the FAA
- Experience in public capital project planning, design, and construction administration of building construction for FAA Airport Improvement projects.
- Fluency with common computer programs. Geographic Information System (GIS), AutoCAD and Access desirable.

28. **ESSENTIAL PHYSICAL FUNCTIONS/DUTIES** – duties that are fundamental to the position based on the function and the results to be achieved, rather than the manner in which they are being performed. Duties that are directly related to the reason the position exists and cannot be reassigned without changing the nature of the position. **All job duty physical demands are essential physical functions of this position and the employee must be able to perform them**.

Definition of Frequency:
Occasional = 1-33% (1 – 100 reps) **Frequent = 34-66% (101 – 500 reps)** **Continuous = 67 – 100% (500+ reps)**

Job Duty	Job Duty Physical Demands/Comments	Weight/ Force	Frequency
Complete computer work / Attend meetings	Sit - At a seated computer workstation. Attending meetings/ planning.	N/A	Continuous
	Stand - To use printer, fax, scanner, file, etc.	N/A	Occasional
	Walk - To access printer, fax, scanner, etc.	N/A	Occasional
	Bilateral Hand Coordination - To use computer keyboard and mouse. To handwrite notes, etc.	N/A	Frequent

	Reach, above shoulder - To access binders on shelves over desk (height of 54”).	**N/A**	**Occasional**
	Crouch or bend – To access files out of bottom file cabinets.	**N/A**	**Occasional**
	Lift, floor to waist - To access files out of bottom file cabinets (<5 lbs.).	**2 lbs.**	**Occasional**
	Lift, Waist to shoulder – To access/handle largest binder(s) from desktop to shelf above desk. (30 to 54”).	**7 lbs.**	**Occasional**

Job Duty	Job Duty Physical Demands/Comments	Weight/ Force	Frequency
Attends meetings and facilitates presentations	Sit - In meetings. In vehicle to travel to meetings or presentations.	N/A	Occasional
	Stand - To facilitate a presentation.	N/A	Occasional
	Walk - To facilitate a presentation.	N/A	Occasional
	Bilateral Hand Coordination - To use laptop, set up projector, etc. To operate steering wheel and hand controls of vehicle.	N/A	Occasional
	Lower Extremity Use - To operate foot controls of vehicle.	N/A	Occasional
	Lift, floor to waist - To move a box of training materials (30 lbs.), projector (15 lbs.), laptop (10 lbs.), service awards (10 lbs.)	30 lbs.	Occasional

PART IV -- Signatures

Signature of Employee Date Signature of Personnel Official Date

Signature of Supervisor Date Signature of Appointing Authority Date