

FIELD REPRESENTATIVE 2**Nature of Work**

Under general supervision, performs work at the full-performance level by serving in a liaison capacity between a central department or agency and field units or sub-sponsors, or the public in educational, state or federal programs or services. Has some latitude to vary methods and procedures within established procedures, rules, and guidelines. Typically, oversees the work of other field representatives and may directly supervise support staff. Frequent travel is required. Performs related work as required.

Distinguishing Characteristics

Work at this level is typically characterized by supervision or direction of the work of professional and/or other staff. This level may function as the sole representative of a program in a small agency.

Examples of Work

Supervises other field representatives in the monitoring of program operations by reviewing all reports for accuracy, accountability and program content and by reviewing all associated correspondence.

Advises subordinates concerning programmatic changes in program activities, new or modified federal requirements and any other significant information pertaining to the program.

Reviews and recommends funding levels for program activities.

Reviews and evaluates the performance of other field representatives and is responsible for the overall personnel management of the assigned section.

Maintains correspondence and complete and accurate reports and records.

Prepares detailed monthly and annual reports on program activities and assists in developing long range program plans.

Visits work sites to review program operating and participant's eligibility records for legal compliance, answers questions, and assists in problem resolutions.

Reviews program contracts to assist in determining funding costs and may recommend funding changes.

Performs duties typical of Field Representative 1 as necessary.

FIELD REPRESENTATIVE 2 (CONT'D)**Examples of Work (Con't)**

- Meet with citizens to obtain information regarding services being requested of the agency.
- Review field conditions to assess the necessity/viability of the services being requested.
- Communicate with agency representatives to facilitate the provision of the requested services.
- Prepare draft letters or e-mail correspondence for the signature of regional managers or the agency head, as appropriate.

Knowledge, Skills and Abilities

- Knowledge of state, federal and agency rules, regulations and policies and procedures applicable to the particular assigned program.
- Knowledge of the program goals, guidelines and objectives.
- Knowledge of highway maintenance issues.
- Ability to plan, schedule, assign and coordinate the work of employees engaged in duties of a technical nature and to write detailed reports concerning their activities.
- Ability to review financial records and to make recommendations regarding proposal funding levels for a program.
- Ability to establish and maintain effective working relationships with other agencies, sub-sponsors, subordinate workers and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to comprehend the needs of agencies and the local communities for specific programs and to develop and implement plans to fulfill these needs.
- Ability to interface effectively with the public.

Minimum Qualifications

TRAINING: Graduation from an regionally accredited four-year college or university.

SUBSTITUTION: Additional qualifying experience as described below may be substituted for the required training on a year-for-year basis.

EXPERIENCE: Three years of experience in criminal justice, employment security, law enforcement, personnel, health, social work, or highway construction or maintenance, one of which included lead worker duties.

SUBSTITUTION: Successfully completed graduate study may substitute for the required experience on a year-for-year basis.

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