The Kansas Association of Counties (KAC) is seeking a Local Road Engineer. The position will be an independent contractor to KAC rather than an employee. The KAC is a quasi-public agency which seeks to advance the public interest by promoting effective, responsive county government in Kansas. Founded in 1975 as an instrumentality of its member counties, the Association serves county governments through legislative representation, technical assistance, leadership and professional education.

Position Summary:
The Local Road Engineer serves as a county representative to coordinate county road issues at the state level, enhance communications between counties and public agencies, and serves as a resource person on road items. This position works predominantly on road and bridge issues. This incumbent is a resource for many County issues for transportation and outside of transportation as well. These include, but are not limited to issues such as solid waste, organizational structure, position descriptions, and public relations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Office space will be provided at the KAC office in Topeka. It is anticipated that much of the duties will be performed from home or in the field. Usually expect one day in the office and as required for additional meetings. Driver’s License required due to traveling.

Essential Functions
The services are broken into major divisions.

- **Mass Communications:**
  - Twice Monthly emails on road news and issues to all the county road departments.
  - On the Road article for the monthly *County Comment*.
  - Speaks at the 6 district highway officials’ meetings in the spring.
  - Speaks at the KCHA Spring Meeting
  - Speaks at the KAC Fall Conference
  - Speaks at 10-15 county/township meetings.

- **Inquiries:**
  Answers specific questions about county road-related matters. Inquires come from Counties, KDOT and other state agencies, legislators, legislative research, trade groups, and citizens.

- **KDOT-County-Coordination:**
  Position is an important unofficial interface between the counties and KDOT, which has promoted understanding and a good working relationship. Assists in making sure counties received and understand official notices from KDOT, such as BLP memos, and call for projects. Assist in explaining to counties controversial policy changes. Consult with KDOT staff on county perspective of proposed policy changes. KDOT personnel regularly inquire about county road matters, who to contact, how to get information to counties, why things are done a particular way, and ways to cooperate.
State and Federal Agencies: Represent the counties’ interests and enhance communications and understanding with federal and state agencies.
  - Work with agencies on the development of regulations
  - Comment on proposed regulations
  - Answer questions about general issues with counties and inform counties of agency concerns
  - Assist in informing counties of issues and new regulations
  - Corps of Engineers - Quarterly Water Quality Group

Local Agencies and Organizations:
  - KCHA Executive Board – non-voting
  - Member of KCHA Liaison Committee
  - Member of LTAP Advisory Committee
  - Member of Kansas Executive Safety Council
  - Member Kansas STIC committee
  - Member KTRAN advisory committee
  - Member Kansas Geologic Survey - State Map Committee

Clearinghouse:
  - A resource center for counties on information related to current practices by counties; one place to call to find out what other counties are doing. Prepare state of the practice reports in major service areas so that all counties are aware of what other counties are doing (e.g., dust control, speed limits, stop signs, snow and ice control policies).
  - A resource for KDOT and Universities for input and information for any KTRAN projects related to the local road systems or local agencies.

Templates:
Prepare guides and procedures that counties can easily adapt to their specific circumstances. This may include complying with new regulations or dealing with major issues, such as utility accommodations, entrance permits, and permits for projects.

Training: Work closely with Kansas University Transportation Center (KUTC) in training and technology transfer. Review technical articles prior to publication. Provide the counties information on complying with new regulations.

Facilitate collection of local system data beyond bridge data
  - Assists KDOT in obtaining required information from Counties for annual County Engineer’s Report

Work Environment
This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Physical Demands
This requires the ability to lift and carry supplies, to load and unload supplies before and after meetings as needed. Similar lifting requirements will be necessary during KAC events.

Position Type and Expected Hours of Work
Contractor – $80,000 - $87,000 Up to 1,664 Hours Annually
Travel
There are frequent travel requirements for this position with overnight obligations. During KAC’s annual conference in the fall, all employees must be available for the entirety of the conference. This is typically a four-day event, though there may be other times when travel with a hotel stay will be necessary.

Required Education and Experience
1. Baccalaureate Degree in Engineering.
2. Professional Engineer License in Kansas.
3. Five years of road and bridge experience preferably for a local government in Kansas.

Preferred Education and Experience
Road management experience with a county government as county engineer, public works director or assistant engineer related.

Licensing & Certification
Incumbent is required to have and maintain a valid driver's license for use of personal vehicle. Standard mileage reimbursement for travel.

Other Duties
Please note this job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description is a summary of typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The Local Road Engineer is responsible to the Kansas Association of Counties Executive Director.

Applications deadline and procedures:
Posting closes Oct 1, 2020 or Until Position is Filled
Apply by email to leal@kansascounties.org

Attach to the email in PDF format only the following 3 items:
1. Cover letter
2. Resume
3. 3 samples of written work