

- Research and co-produce a daily news summary to post to the SCDOT intranet. This summary is produced to keep all of SCDOT well informed on issues that might affect Transportation.
- I research, verify and document sources stories, news releases, media advisories for the three Public Information Officers.
- I write drafts of media advisories concerning Richland and Lexington Counties.
- I send out News Releases and Media Advisories to SC media outlets.
- I screen calls from the media and direct questions to the correct SCDOT administrators in the absence of the Director of Communications.
- I work on the editorial staff of Connector.
- I serve on committees for SASHTO 2012 and for the new Customer Service Center resource book.
- I research information for Commissioners as well as some legislators as directed by Pete Poore.
- I keep a catalog of Connector stories, News Summaries and News Releases for easy access.
- As Communications is a 24/7 operation, I am on call at all times for SCDOT.
- I am cross-trained to back up the office manager in her absence.