

## Staff

Mississippi LTAP Director

**Shirley Johnson** ([ssjohnson@mdot.ms.gov](mailto:ssjohnson@mdot.ms.gov))

The Program Director manages the day-to-day operations of Mississippi LTAP. She is responsible for strategic business decisions, resource planning and allocation, financial accountability and personnel management. The responsibilities of the Program Director include:

- Develop and implement strategic business plans for Mississippi LTAP.
- Evaluate market needs on a continuous basis to ensure proper development of targeted programs.
- Promote services and programs through contacts with business representatives; local, state, and federal officials.
- Prepared training courses, user's manuals and other promotional course materials.
- Develop and submit the annual Mississippi LTAP work plan and budget to FHWA.
- Develop partnerships among other state and local agencies to provide technology transfer workshops and services.
- Represent Mississippi LTAP at regional and national meetings and conferences.
- Seek out and secure partnerships with potential program instructors.
- Oversee the development of workshop schedule and instructor selection.
- Oversee all communication efforts (program announcements, website, new announcements).
- Provide support to instructors in curriculum development.

### Mississippi LTAP Program Manager

**Kemba Ware** ([kware@mdot.ms.gov](mailto:kware@mdot.ms.gov))

- Organize workshops and conferences.
- Prepare training courses, user's manuals and other promotional course materials.
- Coordinate dates and select suitable facilities for workshops and courses
- Prepare contracts with instructors
- Provide logistical coordination (training facility selection and reservation, room setup, A/V support, equipment needs).
- Answer inquiries from customers and prospects regarding courses and workshops.
- Evaluate workshop feedback.
- Facilitate workshops.
- Develop a Market Strategic Plan.

### Mississippi LTAP Marketing/Information Coordinator

**Chandra Jenkins** ([cjenkins@mdot.ms.gov](mailto:cjenkins@mdot.ms.gov))

- Process workshop registrations, prepare workshop materials, send confirmation to participants, instructors and meeting facilities.
- Collect workshop registration fees from course registrants.
- Process instructor invoices.
- Evaluate workshop feedback.
- Answer inquiries from customers and prospects regarding courses and workshops.
- Handle contracts.
- Promote Mississippi LTAP.
- Facilitate workshops.
- Develops a market strategic plan for the center.