

Policy Office Planning Supervisor

TDOT Planning Supervisor – 1 Position

This is a position that supervises the efforts of the Policy Planning Office for TDOT in the Long Range Planning Division. Duties include oversight of metropolitan planning organization (MPO) planning and programming, multimodal freight planning, air quality improvement programs, and special projects.

Develops annual transportation goals and sets and/or revises performance standards to measure success of the office. Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance reviews. Fosters a working environment in which teamwork and excellence is promoted, expected and is routinely provided. Develops and implements long and short term plans, goals, and objectives for the office; evaluates efficiency and effectiveness of office operations, methods and use of resources; implements improvements as needed.

Maintains a comprehensive, current knowledge of applicable policies, procedures, programs, codes, regulations and standards; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads professional literature to stay up to date with best practices; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.

Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, or other committees; represents the department at public meetings and statewide events.