

# **Transportation Program Supervisor**

## **Research Office Planning Supervisor – 1 Position**

This is a position that supervises the Research Planning efforts for TDOT in the Long Range Planning Division. Duties include oversight of the development and implementation of research initiatives for the department. The supervisor will ensure that research should complement TDOT's strategic direction, in order to further the department's stated goals and values.

The Research Office Planning Supervisor assumes responsibility for the overall administration, marketing and financial aspects of the research program. Project sponsors and their assembled monitoring teams, comprised of subject matter experts, are responsible for monitoring the technical progress and appropriateness of the research, as well as the resulting. Additional responsibilities include facilitation of TDOT's Research Technical Advisory Committee.

Develops annual research 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, research committees, or other committees; represents the department at public meetings and statewide events.