

## **Assistant to the Director / Planning Specialist**

### **TDOT Planning Specialist – 1 Position**

The TDOT Long Range Planning Division is seeking a qualified professional with a planning or public administration background and a strong interest in transportation to complement TDOT's strategic direction in order to further the department's stated goals and values. The assistant to the director / planning specialist serves as a team member assisting the Long Range Planning Director in the development and implementation of statewide transportation plans and policies created within the Division.

Duties include:

- Providing administrative assistance to Division Director
- Assisting in development of policy and plan recommendations
- Preparing written summaries of analysis and research for use at meetings and in reports
- Developing and reviewing information for presentations and reports
- Supporting and participating in statewide committees and stakeholder meetings

This position directly assists the Director and will participate in regular collaborative planning opportunities with our local partners, private sector, metropolitan planning organizations, cities, counties, internal partners and other state agencies.

Qualifications for this position include:

- Strong attention to detail
- Ability to work independently and in a team environment
- Strong computer skills in areas such as spreadsheet software and word processing software