

Transportation Program Supervisor

Environmental Outreach Programs Section – 1 Position

Transportation Program Supervisor (TPS) is the supervisory level position in the Transportation Program Monitor series. The TPS will report directly to the Transportation Manager 1 for Environmental Outreach Programs in the Highway Beautification Office.

The TPS position will supervise and monitor several transportation programs, including TDOT's Litter Grant Program, Adopt-A-Highway Program, and Scenic Roadway Program. The TPS will be responsible for developing educational and outreach materials. The TPS will work with volunteers in a wide range of community programs across the state. The TPS will make public presentations and conduct training workshops for groups of 20 or more people.

The TPS will be responsible for managing program data and implementing quality control, as well as, developing reports using the data. The TPS monitors and analyzes program tasks to ensure objectives are achieved in an efficient and effective manner by providing process management, problem solving, guidance and coaching of subordinates.

The TPS will also oversee financial and administrative activities that support these transportation programs. These activities include, but are not limited to, issuing Requests for Proposals (RFPs), evaluating proposed work plans and budgets, establishing contracts and Purchase Orders (POs), paying invoices, tracking budget balances, and managing finances associated with a variety of contracts.

Currently, this office manages approximately 120 contracts with a combined budget of approximately \$7 million, annually. The TPS will also work closely with the Transportation Manager 1 to respond to audits and other inquiries related to programmatic risk management.

Additionally, the TPS will manage records in accordance with the Record Disposition Authority (RDA) standards. The TPS will oversee purchasing of

equipment and supplies to support the transportation programs and will assist in the monitoring and management of fixed assets.