

TDOT Transportation Program Monitor 2

Transportation Program Monitor 2– 2 Positions

The Transportation Program Monitor 2 is responsible for monitoring the contract and invoicing functions within the Long Range Planning Division. The Transportation Program Monitor 2 will ensure consultant and grantee contracts, amendments and invoices are prepared and tracked in accordance with the requirements of TDOT Policy with the guidance and assistance of the TDOT Legal and Financial divisions.

The Transportation Program Monitor 2 is also responsible for assisting with the administration of the State Planning and Research (SPR) Work Program and effectively monitoring the financial and administrative activities supporting the Division. These activities include tracking and payment of invoices, establishing contracts, tracking budget balances, reporting and managing finances associated with a variety of contracts.