

# **Transportation Program Supervisor**

## **Transportation Program Supervisor – 1 Position**

The Transportation Program Supervisor is responsible for administering the State Planning and Research (SPR) Work Program. This includes the development and maintenance of the department's annual SPR Work Program, ensuring FHWA review and approval, programming of funding, ensuring financial systems are in place, amending the work program when necessary, and completing quarterly and annual reports to the TN Division of FHWA.

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

Transportation Program Supervisor ensures that all financial and administrative activities supporting the Division are functioning efficiently. These activities include issuing Requests for Proposals (RFPs), establishing contracts, tracking budget balances, reporting and managing finances associated with a variety of contracts.