

Administrative Services

Assistant 2

Highway Beautification Office (1 Position)

We are seeking a motivated individual with solid communication, data management and customer service skills to fill the role of Administrative Services Assistant 2 (ASA2) at our Headquarters Office in downtown Nashville.

The ASA2 will manage the statewide junkyard control program and the statewide Litter Hotline program. In addition they will work to support the TDOT outdoor advertising control program and vegetation control program in the Highway Beautification Office.

Additionally, the ASA2 will provide general administrative support for Beautification Office. This will include answering phones, opening mail, scanning documents, managing files, and scheduling meetings, among other duties.

The ideal candidate will have the following knowledge, skills, and abilities:

- Knowledge of database management, including quality control
- Effective communication skills
- Ability to prioritize and organize multiple tasks
- Ability to work harmoniously with a diverse range of customers

Highway Beautification Office (1 Position)

The employee in this position will work to support the TDOT Regional outdoor advertising control program and junkyard control program in the Highway Beautification Office located at the TDOT Region 3 complex located in west Nashville. This is NOT a clerical position. The subject position serves as a technical specialist and field personnel over a multi-county area for billboard and junkyard regulation. It is a field/office position requiring work outside the office 85% of the time, or four out of five days. This position is responsible for enforcing the Rules and Regulations for Outdoor Advertising, Vegetation Control and Junkyard Control.

Enforcement includes: field inspections along the rights-of-way of state and interstate routes involving high speed and high volume traffic with limited shoulder space; accessing private property which could include climbing fences and other obstacles; ability to carry, setup, use and maintain Global Positioning equipment; ability to verify legal documentation; knowledge of state and interstate routes and/or ability to read functional maps; long distance driving of 250+ miles per day; ability to work with potentially irate customers; maintaining accurate data of all inspections including notes, pictures, applications and other legal documents; ability to testify in legal proceedings while remaining calm and clear headed; ability to work independently

performing surveillance of outdoor advertising and junkyard control for all counties in TDOT Region 3. The employee in this position will also input and maintain data for all TDOT controlled outdoor advertising in an Oracle database where accuracy is extremely important.

In addition, we are seeking an individual that has the desire to be a part of a successful team, and the ability to contribute to, and support a pleasant, harmonious work environment in a fast paced, high pressure office.