

## Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation (TDOT) has close to 4,100 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is located in downtown Nashville.

## What we do:

The Tennessee Department of Transportation (TDOT) provides citizens and travelers of Tennessee with one of the best transportation systems in the country.

**For more information on this division, please click the link below:**

[Long Range Planning](#)



### ADMIN SERVICES ASSISTANT 2\*

TDOT Headquarters

Location: Nashville, TN

Compensation: \$2,523 (Min) to \$4,018 (Max) per month

## Overview

The Tennessee Department of Transportation (TDOT) is currently hiring a full-time **ADMIN SERVICES ASSISTANT 2\*** for the Long Range Planning (LRP) Division's Data Management Section located at TDOT Headquarters in Davidson County, TN.

The Data Management Section manages various data systems and programs such as the state's Enhanced Tennessee Roadway Information Management System (E-TRIMS), Linear Referencing System (LRS), TN-TIMES (TDOT's Traffic Monitoring System), Traffic Data Collection, Enterprise geographic information system (GIS) Applications, Travel Demand Forecasting, Data Analytics, etc.

LRP is seeking a qualified professional with a good work ethic and cooperative working experiences to complement TDOT's strategic direction to achieve the department's stated goals and values.

## Responsibilities

- Coordinate correspondence upon request for the Assistant Director (AD), Managers, Supervisors, or staff.
- Follow and manage proper procedures when handling both internal and external data request.
- Assist with LRP activities as needed, offer suggestions for improvements as requested
- Both written and verbal communications for the division are to be clear and concise
- Requested tasks for division staff are to be completed accurately, meeting all deadlines
- Coordinate when needed with Manager and AD to determine the proper timeline for each request
- Coordinate communications between LRP managers, supervisors and staff as needed
- Coordinate both internal and external meetings
- Assist with compiling weekly and quarterly reports
- Coordinate interviews and on-boarding of new LRP employees as needed. Ensuring that new hire paperwork is submitted to Human Resources prior to deadline
- Coordinate travel for Assistant Director including travel authorization
- Contribute to the efficient and high quality divisional functions by providing timely, high quality administrative support
- Network and coordinate with various divisions and outside businesses to ensure LRP has accessibility to necessary equipment to operate unrestricted
- Monitor and maintain incoming internal and/or external requests for state or county maps
- Respond as necessary to requests for information from TDOT Comments
- Provide relief support for the TDOT receptionist as scheduled

## Qualifications

- Demonstrated experience with projects and programs relevant to the State DOTs.
- Excellent communication skills.
- Ability to work independently and in a multidisciplinary team environment.
- Proficiency with Microsoft Office 365 products

### *Preferred*

- Knowledge of transportation practices.
- Experience with Tennessee systems such as Edison.
- Experience in public speaking at community meetings and community outreach.
- Demonstrated experience working at various teamwork environment

**Applications must be submitted online.**

Interested applications should apply online at:

<https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>

Select **ADMIN SERVICES ASSISTANT 2\*** **XXXX2021-**\_\_\_\_\_

Questions? Email [TDOT.Careers@tn.gov](mailto:TDOT.Careers@tn.gov)

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.