

## **Transit Oversight Manager 2**

### **Multimodal Division**

The Tennessee Department of Transportation is hiring a full-time Transit Oversight Manager 2 for its Headquarters location, 505 Deaderick Street, Nashville, TN in Davidson County. This is a Preferred Service position.

The Multimodal Division supports mobility through public transit, bicycling and pedestrian infrastructure, policy leadership, complete streets, and demand management. The Division's Office of Public Transportation administers state and federal transit grants, provides compliance oversight, and works with transit agencies to support ridership, mobility, and accessibility. Its Office of Multimodal Planning works towards safe, equitable, connected and integral transportation for everyone.

#### **Responsibilities**

The Transit Oversight Manager 2 supports TDOT's vision to serve the public by providing the best multimodal transportation system in the county. This highly responsible position plays a lead role in transit agency support, state and federal transit program oversight, financial management, grant completion, and Federal Transit Administration (FTA) reporting. The Transit Oversight Manager 2:

- Serves as the Director's representative in transit compliance matters and provides leadership in the State's transit program oversight and financial management.
- Develops and manages programs and staff responsible for agency and grant recipient oversight, including state and FTA compliance reviews, site visits, financial oversight and reporting, asset management, procurement, and invoice payment.
- Administer state and federal transit grants in compliance with state and federal laws
- Acts as a liaison between TDOT and the Federal Transit Administration (FTA).
- Coordinates civil rights, accessibility and disadvantaged business enterprise (DBE) goals and compliance.
- Manages on-call contract(s) task orders with consulting firms to assist in state program technical assistance, procurement, oversight support, program and project delivery and other projects as needed.
- Facilitates and monitors planning, engineering, construction, maintenance, and disposition of facilities with federal or state financial interest.
- Facilitates a partnership relationship with transit agencies and provides technical assistance in resolving issues.
- Develops and leads new programs on infrastructure, assets, mobility options and demand management as directed.

#### **Minimum Qualifications:**

Bachelor's Degree in a Related Field (Planning, Public Policy, Public Administration, Community Development, Economics, Business Administration, Urban Studies, Rural Studies) from an accredited college or university and five (5) years of related experience.

Or

Master's Degree in a Relevant Field (Planning, Public Policy, Public Administration, Community Development, Economics, Business Administration, Urban Studies, Rural Studies) and four (4) years of related experience.

**Preferred Qualifications:**

- Experience with FTA programs, policies, and procedures
- Experience with government grant management and compliance
- Experience with financial management and accounting
- Experience with state and federal infrastructure project delivery
- Knowledge of national best practices, existing systems and emerging transportation solutions.
- Experience managing programs in complex organizations and creatively solving problems.
- Experience managing staff, supporting quality performance, and implementing progressive discipline as needed
- Experience building partnerships.
- Excellent written and oral communication skills
- Excellent program and project management skills, organizational skills and follow through

*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.*