

# **Transportation Program Monitor 1\***

## **Multimodal Division**

### **Office of Mobility and Accessible Transportation**

The Tennessee Department of Transportation is hiring a full-time Transportation Program Monitor 1 professional for our 505 Deaderick Street, Nashville, TN location in Davidson County.

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

#### **Responsibilities**

The Multimodal Division, Office of Mobility and Accessible Transportation, is seeking a qualified professional with a background in project coordination and disability services. This position works towards TDOT's vision to serve the public by providing the best multimodal transportation system in the nation. This position will work to expand mobility choices and improve accessible transportation through coordination and innovative service delivery. Duties include:

- Supports mobility and accessible transportation in Tennessee by building and maintaining relationships with aging, transportation, and disability stakeholders.
- Facilitates Mobility and Accessible Transportation advisory committee meetings and development.
- Coordinates meetings, projects, and policy details with federal, state, and local agencies, including state agencies and other experts in disability, transportation, and aging.
- Works to facilitate the Office's development and implementation of a five-year strategic plan to enhance mobility and accessible transportation.
- Prepares materials to provide a report about state accessible transportation to the TDOT Commissioner on an annual basis.
- Coordinates with stakeholders to support innovative program service delivery, including through competitive grant opportunities.
- Facilitates on-call contract task orders with consulting firms as assigned, including serving on evaluation committees, coordinating between stakeholders, and tracking project-level schedules and compliance.
- Prepares Office of Mobility and Accessible Transportation website content and updates website as needed.
- Supports grant and research projects by proposing and reviewing criteria, serving on selection panels, and monitoring delivery of services and compliance.
- Provides technical assistance to TDOT staff, grantees, and aging and disability stakeholders as needed.

All positions require the following knowledge, skills, abilities, and competencies:

- Written and oral communication skills to professionally interact with a variety of officials, administrators, and the general public
- Understanding and processing data and presenting this information to internal and external audiences
- Reading and understanding language in contracts, policies, designs and government regulations and applying it in daily functions.
- Organizational skills to process planning documents, financial data, and programmatic information
- Technical computer skills

*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.*