



## **Tennessee Department of Transportation Division of Multimodal Transportation Resources**

### **Position Opening: Transit Oversight Supervisor**

The Tennessee Department of Transportation, Multimodal Division is seeking a qualified, motivated professional with experience in transit, federal and state grants to lead staff and supervise grant oversight for its Headquarters location, 505 Deaderick Street, Nashville, TN in Davidson County. This is a full-time Preferred Service Position.

#### **Responsibilities**

The Transit Oversight Supervisor supports TDOT's vision to serve the public by providing the best multimodal transportation system in the nation. This highly responsible position plays a lead role in developing partnerships with transit agencies, Federal Transit Administration (FTA), and internal and external partners to supervise transit programs, grants, requirements, and policies. The Transit Oversight Supervisor will oversee up to seven program monitor staff working on state and federal transit program oversight activities, administration and policy; capital programs and state transit programs. The Transit Oversight Supervisor will use collaborative management and technical acumen to deliver the following actions:

- Serves as the Transit Oversight Manager's representative in transit compliance matters and provides leadership in the State's transit program oversight and financial management.
- Develops and supervises transit oversight staff responsible for transit agency and grant recipient compliance with state and FTA requirements, including collecting and maintaining required reporting data from transit agencies, and conducting on-site and virtual compliance reviews of 5310 and 5311 grant recipients for compliance.
- Monitors 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 oversight of planning, engineering, construction, maintenance, and disposition of facilities with federal or state financial interest.
- Oversees staff to administer state and federal transit grants in compliance with state and federal laws and acts as a liaison with Federal Transit Administration (FTA) on grant oversight and administration.
- Provides oversight and program support on procurement initiatives, infrastructure and construction projects, assets, and mobility options and demand management as directed.
- Collaborates with administrative staff to track federal funding allocations and funds provided to transit agencies to ensure that funds are made available to transit agencies promptly and that the state utilizes available funds efficiently.
- Assists in the completion of annual National Transit Database reporting and data analysis.

- Develops and supervises transit staff responsible for grant administration and mobility programs, including issuance of transit program contracts and review and payment of invoices.
- Coordinates civil rights, accessibility, and disadvantaged business enterprise (DBE) goals and compliance
- Facilitates a partnership relationship with transit agencies, assists to provide resources, and provides technical assistance in resolving issues.
- Works collaboratively to coordinate with internal and external partners on transit compliance and administration initiatives.
- Develops Individual Performance Plans (IPP) and provides goal-oriented direction to direct reports; create an environment and culture that fosters diversity, inclusiveness, teamwork, and safety.
- Determines if the activities of a program are allowed under particular program regulations, laws and provisions of the contract or grant agreement, and if the program goals, objectives and strategies are being met.
- Determines compliance with state and federal laws, and any other specific program policies, procedures and performance standards
- Monitors legislative actions at the federal and state level and provides leadership with an assessment of impacts on policies or funding.

#### **Minimum Qualifications:**

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time professional work in one of the following areas: 1) Monitoring or overseeing programs or related projects to determine compliance with organizational rules, regulations, or related standards; 2) Developing or implementing accounting systems or programs with services covered by organizational rules, regulations, or related standards. Substitution of Education for Experience: Possession of a master's degree from an accredited college or university may substitute for the required experience to a maximum of two year.

- May be required to travel to various locations statewide 20%, at times overnight.
- Must possess a valid state Driver's License

#### **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 supervising staff, supporting quality performance, and implementing progressive discipline as needed
- Experience with 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.*