

Who we are:

TDOT is a multimodal agency with responsibilities in highways, aviation, public transit, waterways, railroads, and cycling and walking.

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.

Mission:

To provide a safe and reliable transportation system that supports economic growth and quality of life

For more information on this division, please see link below:

[Strategic Planning Office \(tn.gov\)](https://www.tn.gov/strategic-planning-office)



Strategic Planning Specialist (Trainee)

Office of Strategic Planning

Location: Nashville, TN

Compensation: Starting at \$3,365 - \$5,385

Overview

The Tennessee Department of Transportation is currently seeking a motivated, enthusiastic professional with a basic understanding of strategic and business planning to join the Office of Strategic Planning (OSP). OSP assists in advancing TDOT's commitment to excellence by providing organizational strategic and business planning improvement support services to TDOT staff. The Office of Strategic Planning is located at TDOT Headquarters in Nashville, TN. This position will participate in an Alternative Work Solutions after an initial training period.

The Strategic Planning Specialist will work within TDOT and with other agencies to assist in updating and monitoring departmental plans, overseeing research projects, and documenting departmental work processes. This position will also assist team members with strategic project and initiative implementation including implementation of knowledge management strategies.

Responsibilities

Learns to research and evaluate plans, policies, practices and techniques from a variety of other states, state agencies and industries to recommend updates to departmental plans.

Learns to assist in preparing various documents and reports by providing input on the data gathering process, collecting information, writing identified sections, and reviewing the final document.

Learns to review and monitor the progress of research studies and consultant contracts to ensure activities and obligations are clear, schedules are met and the budget is accurate.

Collaborates with other team members to gather additional perspective by soliciting advice and brainstorming to complete work or resolve issues.

Creates and/or conducts agency-specific and specialized training for agency employees and external business partners to comply with departmental guidelines, processes, procedures, facilitating change and improving initiatives.

Learns to document, store, and maintain appropriate information in electronic databases and/or physical form as required ensuring accurate information is recorded and outdated materials are disposed of according to departmental standards.

Serves as the division's liaison to support other TDOT initiatives and programs including records management.

Acts as an integrated part of the Office of Strategic Planning by effectively communicating with other team members, sharing information and job knowledge to ensure cross-training, assisting with the division's workload as needed and striving to maintain a harmonious work environment.

This position will require occasional statewide travel.

This position will also require application to the board of examiners for the Tennessee Center for Performance Excellence.

Qualifications

Graduation from an accredited college or university with a bachelor's degree in community planning, transportation planning, public administration, civil engineering, landscape architecture, or other related bachelor's degree.

Beginning familiarity with the Baldrige Framework for Performance Excellence preferred

Applications must be submitted online in order to be considered for the position.

Interested applications should apply online at: <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>
Select **TDOT PLANNING SPECIALIST – TRAINEE* -07282021-20204**

Questions? Email 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.