



## Tennessee Department of Transportation Division of Multimodal Transportation Resources

### Position Opening: **Transit Manager 1**

The Tennessee Department of Transportation's (TDOT) Division of Multimodal Transportation Resources is seeking a highly qualified **Transit Manager 1**. This is a Preferred Service position based at TDOT Headquarters in Nashville, Tennessee.

The Transit Manager works to serve the public by providing the best multimodal transportation system and services in the county. This manager position leads administration of state and federal transit programs and resources, and develops transit policy, accessibility, mobility management and transportation choices. The Transit Manager 1:

- Serves as the Director's representative on transit policy, implements TDOT's transit initiatives, and makes complex decisions on transit program management.
- Manages staff to ensure that TDOT transit and accessibility program goals, objectives and strategies are being met.
- Provides leadership to develop and update goals and guidelines for transit and mobility funding and grants, including formula and competitive funds.
- Leads staff to administer state and federal transit grants and allocations under state and federal law. This includes grant administration, program contracts, and invoices.
- Manages team to provide funds to transit agencies promptly, efficiently and effectively; tracks fund balances.
- Collaborates and coordinates with federal, state, regional and local partners to expand transit ridership, mobility choices and accessibility.
- Develops and leads new programs on accessible transportation, mobility management, sustainable transportation, emerging mobility options and demand management as directed.
- Acts as a primary liaison with the Federal Transit Administration (FTA) and oversees completion of National Transit Database reporting.
- Facilitates partner relationships with transit agencies and other State departments and divisions. Provides technical assistance and process improvements.
- Manages on-call contract(s) with consulting firms to assist in program administration, policy development, planning and program delivery as needed.
- Monitors legislative actions at the federal and state level and provides leadership with an assessment of impacts to transit policies or funding.
- Collaborates with Multimodal staff to achieve high levels of performance and service to constituents. Coordinates closely with other managers and supervisors.
- Resolves interpersonal conflicts and maintains a respectful, equitable and productive work environment serving all Tennesseans.

**Minimum Qualifications:**

See the Job Class Specifications for 076781 – Transportation Manager 1.

<https://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&classSpecID=102657&viewOnly=yes>

**Preferred Qualifications:**

- Experience with FTA programs, policies, and procedures
- Knowledge of national best practices, existing systems and emerging technologies to connect people to jobs, opportunities, services and goods.
- Experience with government grant management
- Experience developing strategic plans in complex organizations and creatively solving problems.
- Experience facilitating external and internal partnerships.
- Experience managing staff, supporting quality performance, and implementing progressive discipline as needed
- Excellent written and oral communication skills
- Excellent organizational skills and follow through

TDOT is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, disabled and military veterans, and people of all sexual orientations and gender identities are encouraged to apply.