



Tennessee Department of Transportation Division of Multimodal Transportation Resources

Position Opening: Transit and Mobility Manager

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

The Transit and Mobility Manager 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 administration and oversight of state and federal transit programs, and in developing transit policy, mobility management and transportation choices. The Transit and Mobility Manager:

- Serves as the Director's representative in transit matters and provides leadership in implementing TDOT's transit initiatives.
- Leads staff to administer state and federal transit grants in compliance with state and federal laws and acts as the primary liaison between TDOT and the Federal Transit Administration (FTA).
- Provides leadership to develop and update goals and guidelines for state transit and mobility funding.
- Tracks 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.
- Develops and manages transit staff responsible for grant administration and mobility and commuter programs, including issuing transit program contracts and review and payment of invoices.
- Develops and manages transit staff responsible for ensuring transit agency and grant recipient compliance with state and FTA requirements, including maintaining transit asset inventories, collecting and maintaining required reporting data from transit agencies, and conducting on-site monitoring of grant recipients for compliance.
- Manages on-call contract(s) with consulting firms to assist in state program administration, policy development and program delivery as needed.
- Facilitates a partnership relationship with transit agencies and provides technical assistance in resolving issues.
- Develops and leads new programs on mobility management, sustainable transportation, emerging mobility options and demand management as directed.

Preferred Qualifications:

- Experience with FTA programs, policies, and procedures
- Experience with government grant management

- Knowledge of national best practices, existing systems and emerging technologies to connect people to jobs, opportunities and goods.
- Experience developing strategic plans in complex organizations and creatively solving problems.
- Experience building 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