



Tennessee Department of Transportation Division of Multimodal Transportation Resources

Position Opening: Transit Administration Supervisor

The TDOT Multimodal Division is seeking a qualified, motivated professional with experience in transit and federal and state grants to lead staff and supervise grant administration. 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 in partnership with transit agencies, Federal Transit Administration (FTA), and internal and external partners to supervise transit programs, grants, requirements and policies. The Transit Administration Supervisor will oversee up to seven program monitor staff working on transit administration and policy; capital programs; state transit programs; and expanded mobility and ridership.

The Transit Administration Supervisor will use collaborative management and technical acumen to deliver the following actions:

- Provides leadership in supporting TDOT's transit initiatives.
- 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 administration.
- Assists 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.
- Assists in the completion of annual National Transit Database reporting and data analysis.
- Develops and manages transit staff responsible for grant administration and mobility programs, including issuance of transit program contracts and review and payment of invoices.
- Develops and manages transit 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 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, assists to provide resources, and provides technical assistance in resolving issues.
- Develops and implements programs and policies on transit ridership, sustainable transportation, and emerging mobility options, as directed.
- Collaborates and coordinates with internal and external partners on transit administration and compliance.
- Provides stakeholder outreach on transit issues, as needed.
- Works with data partners to identify, prioritize, and plan transit programs and projects.
- Implements the staffing plan, develops direct reports, and supports productivity of staff.
- Monitors legislative actions at the federal and state level and provides leadership with an assessment of impacts on policies or funding.