

TDOT Planning Manager

Program and Administration Planning Manager – 1 Position

This is a position that manages the Administration, Research, and Freight & Systems Planning offices efforts for TDOT in the Long Range Planning Division. Duties include oversight of the SPR work program, the statewide and university research programs, multimodal freight planning, and special projects. This position requires some travel across the state.

Works with research staff to develop annual research goals and sets and/or revises performance standards to measure success of the office. Provide oversight of the development and maintenance of the department's annual SPR Work Program, ensuring FHWA review and approval, programming of funding, ensuring financial systems are in place, amending the work program when necessary, and completing quarterly and annual reports to the TN Division of FHWA. The Program and Administration Planning Manager ensures that all financial and administrative activities supporting the Division are functioning efficiently. These activities include issuing Requests for Proposals (RFPs), establishing contracts, tracking budget balances, reporting and managing finances associated with a variety of contracts.

This position provides oversight and management for TDOT's systems planning program, statewide interstate corridor and conceptual studies, multimodal freight projects, including research initiatives, to ensure that deliverables are met and that projects are completed on schedule and within budget.

Develops annual transportation goals and sets and/or revises performance standards to measure success of the offices. Manages, directs, and evaluates assigned supervisors, processing employee concerns and problems, managing work, counseling, disciplining, and completing employee performance reviews. The manager fosters a working environment in which teamwork and excellence is promoted throughout the division and the department as a whole. Develops and implements long and short term plans, goals, and objectives for the offices managed; evaluates efficiency and effectiveness of operations, methods and use of resources; implements improvements as needed.

Maintains a comprehensive, current knowledge of applicable policies, procedures, programs, codes, regulations and standards; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads professional literature to stay up to date with best practices; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate; represents the department at public meetings and statewide/national events.