

Who we are:

TDOT is a multimodal agency with responsibilities in 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.

For more information on this position please see job specification link:

<https://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&classSpecID=1076603&viewOnly=yes>



Strategic Planning Specialist

Office of Strategic Planning

Location: Nashville, TN

Overview

The Tennessee Department of Transportation is currently seeking a motivated, enthusiastic professional with a basic understanding of strategic and business planning to assist in developing a program to build and manage organizational knowledge. This position advances TDOT's vision of excellence by supporting staff development and organizational improvement through continuous knowledge building. This position will be located in Headquarters and will report to the Office of Strategic Planning.

The Strategic Planning Specialist will work within TDOT and with other agencies to lead the development and management of a program that will collect and transfer workforce knowledge, build new knowledge, and identify best practices to advance organizational learning. This position will also assist team members with strategic project and initiative implementation.

Responsibilities

Researches and evaluates plans, policies, practices and techniques from a variety of state agencies and industries to recommend strategies and objectives and assist with development of a knowledge management framework.

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.

Documents, stores, and maintains 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information in electronic databases and/or physical form as required ensuring accurate information is recorded and outdated materials are disposed of according to departmental standards.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.

Consistently evaluates existing programs to identify gaps, opportunities for improvement, and areas where KM strategies could be effectively integrated into daily work.

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

Bachelor's degree in transportation planning, public administration, civil engineering, business administration and other related bachelor's degree and experience equivalent to one year of full-time professional planning work

OR

Master's degree in transportation planning, public administration, civil engineering, business administration and other related bachelor's degree may be substituted for the required work experience on a year-for-year basis.

Beginning familiarity with the Baldrige Framework for Performance Excellence preferred

Previous experience in building or managing programs is preferred

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.