

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=1076575&viewOnly=yes>



Strategic Planning Specialist (Trainee)

Office of Strategic Planning

Location: Nashville, TN

Overview

The Tennessee Department of Transportation is currently seeking a motivated, enthusiastic professional to assist the Office of Strategic Planning in providing organizational strategic and business planning and improvement support services to TDOT staff. This position advances TDOT's vision of excellence by assisting in the assessment of customer and stakeholder requirements and expectations to identify areas for potential service and process improvements. This position will be located in Headquarters and will report to the Office of Strategic Planning.

The Strategic Planning Specialist will assist other members of the team by identifying shifting trends within the transportation industry to help ensure strategic plan activities are meeting the needs of the state. This position will also assist team members with strategic project and initiative implementation.

Responsibilities

Participates in the development of the Department's strategic plan and helps to monitor and implement strategic objectives.

Learns to advise of and translate federal and state trends, regulations, and/or best practices to inform the decision making process.

Learns to schedule work of project team and/or consultant to ensure timely processing and completion of work.

Learns to review, evaluate, and document consultant work to ensure requirements, budget, and schedule are met and work is completed as specified.

Networks with internal and external business partners to ensure open dialogues exist and to facilitate coordination and unified effort.

Creates and disseminates basic information packages, including but not limited to resource guides, educational programs, and updates to the division's webpage for use in communicating information to the internal and external stakeholders as well as the public.

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 or other related bachelor's degree.

Beginning familiarity with the Baldrige Framework for Performance Excellence preferred

Experience with Adobe AEM at a beginner level 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.