

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=980838&viewOnly=yes>



TRANS PROGRAM SUPERVISOR

Central Services Division
Location: Nashville, TN
Compensation: Starting at \$4,296.00/month

Overview

This position is designated to assume responsibility for the ongoing administration and monitoring of the Department's records management program. This role is responsible for ensuring that the department or agency efficiently and appropriately complies with all applicable records management statutes, regulations, and policies.

Responsibilities

Administration of TDOT Records Management Program

- administer the TDOT Records Management Policy;
- ensure the TDOT Records Management Program is appropriately staffed and resourced;
- assume all operational oversight and strategic direction responsibilities for the records management program as provided by the Secretary of State's Records Management Division;
- lead, plan and manage the agency's records management program for both core mission and administrative records, regardless of medium or format.

Auditing, reviewing and approving final RDA documentation according to Secretary of State requirements.

- ensure, in consultation with applicable personnel, that data and information provided in response to assessments, audits, and reviews are accurate and complete to the extent possible;
- conduct final approval and submit the agency's annual Records Holding Report;
- modify the Record Retention Schedule when required to ensure that the schedule complies with applicable laws and that appropriate Statewide and Agency Specific RDAs are established and maintained;
- monitor applicable federal/state laws affecting record retention;
- monitor compliance of the TDOT Records Management Policy;
- participate in the creation, revision, and retiring of RDA's;
- review records destruction reports;
- maintain R&R/VRC security access status for agency personnel.

Establish and facilitate standards and training related to TDOT Records Management

- establish and disseminate standards to ensure all TDOT Personnel clearly identify staff responsibilities to comply with an essential records management program;
- assess records management practices to ensure they support the principles of transparency and information sharing throughout TDOT.