

## Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson.

## Role of the Human Resources Division:

The TDOT Human Resources Division sets the vision and strategic direction for developing TDOT's greatest assets – our people. The Division empowers the organization by ensuring the effectiveness and advancement of individual employees and the organization. The Division develops, implements, and supports policies and procedures that reflect equal opportunity, diversity, and our values and principles. The Division provides organizational planning, workplace operations, technology integration, talent progression, and resource development to create a workplace where people and industry thrive.



## Budget and Forecasting Team Lead Finance Division – Financial Management Section \$103,848 annually

### Job Overview

The Budget and Forecasting Team Lead will lead, mentor, and train the Budget and Forecasting Team through empowerment, communication, and delegated authority. This position will implement work plans that align with the Finance Division's strategic vision and will effectively delegate authority and responsibility, ensuring the availability of resources for the Budget and Forecasting Team to be successful. This position reports to the Headquarters Financial Management Fiscal Director 2.

This position will implement Department policies, methodologies, tools, resources, procedures, relevant training, governance, and manuals required for TDOT's strategic financial management, ensuring the successful development of the Department's annual budget and long-range financial forecasts that support the 3-year and 10-year Work Programs. The Budget and Forecasting Team Lead will supervise technical staff and implement performance plans, schedules, and budgets to ensure expected outcomes, performance, and accountability. The Budget and Forecasting Team Lead will research national best practices within the Budget and Forecasting Team and report and recommend ideas to promote innovation and efficiency in statewide budget development and financial planning while ensuring quality assurance to achieve program effectiveness.

### Essential Job Responsibilities

Manage resources and staff utilization to allow the Budget and Forecasting Team to perform their roles effectively and efficiently, optimizing the Team's ability to successfully address unanticipated challenges and deliver exceptional financial planning, forecasting, and budget development. Foster a collaborative and high-performing work environment that encourages continuous learning, innovation, and accountability, while ensuring consistent budgetary practices and alignment.

Manage resources and support Department-wide budget development and forecasting functions to coordinate the strategic planning of financial resources and ensure alignment with TDOT's mission and strategic priorities. Manage resources and staff to support the annual budget process, ensuring timely, accurate, and transparent coordination with Finance and Administration, Division Directors, and Regions. Maintain a fully cash-flowed financial plan and ensure project funding stability through alignment with federal allocations and state legislative authority. Serve as a resource for all Division and Region staff, answering budget and forecast-related questions to facilitate informed decision-making.

Integrate quality management standards into all work products, processes, and services in compliance with Quality Assurance guidelines. Identify and take necessary actions to achieve strategic vision and goals, ensuring intended outcomes for scope, schedule, and budget while enhancing quality in coordination with leadership expectations.

Manage change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold yourself and others accountable throughout the process.

Lead the Budget and Forecasting Team in providing exceptional customer service to internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Define and communicate performance goals and measures, implement a feedback process for and with the Budget and Forecasting employees, and provide effective performance evaluations that foster a culture of trust. Support effective performance management as part of a strategic approach to creating and sustaining improved performance within the Budget and Forecasting Team.

Provide input on national best practices related to budgeting, forecasting, and financial planning for TDOT employees and contractors. Incorporate research, evaluations, and implementation of emerging technologies; and integrate statutory and regulatory requirements into TDOT's financial guidance documents, processes, and procedures. Ensure that budgeting processes and financial forecasts adhere to federal and state funding requirements and legislative appropriations.

Guide the development and implementation of technology in partnership with the TDOT Information Technology (IT) Division that ensures program success while adhering to Federal and State finance and budgeting laws, regulations, policies, and standards. Participate in peer exchanges with State and local governments and applicable industry partners for key insights and collaboration.

Assist in and collaborate with the Budget and Forecasting Team to ensure clear communication, financial accountability, and alignment with Department-wide Fiscal strategies. Provide oversight in the development of budget and forecasting work products and services that are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

### **Qualifications**

- Bachelor's degree
- 5 years of demonstrated advanced competency in Finance, Accounting, budgeting, or a related field.

### **Ideal Candidate**

The Budget and Forecasting Team Lead is a strategic, detail-oriented professional who thrives in a dynamic, mission-driven environment. They are analytical and solutions-focused, with strong interpersonal skills and the ability to translate financial data into actionable insights. The Budget and Forecasting Team Lead demonstrates proactive leadership, a commitment to continuous improvement, and a deep understanding of public-sector financial management. With a forward-thinking approach, they align financial practices with TDOT's long-term vision and infrastructure priorities while fostering a supportive and accountable team culture.