

Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

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 division, please see link below:

Division

<https://www.tn.gov/tdot/environmental-home.html>

Office

<https://www.tn.gov/tdot/environmental-home/environmental-highway-beautification-office.html>



Administrative Services Assistant 2

TDOT Location

Location: Nashville, TN

Compensation: \$2,513.00 to \$4,018.00/month

Overview

The Tennessee Department of Transportation is currently hiring a full-time Administrative Services Assistant 2 for the Region 3 field office in the Highway Beautification Office, Regulatory Section located in Davidson County.

The Highway Beautification Office's Regulatory Team is responsible for programs that are governed by Federal Laws, State Laws and State Rules and Regulations. The enforcement of these Laws, Rules and Regulations and Policies are used to monitor, regulate and enforce the Outdoor Advertising Program and all associated programs, which include Outdoor Advertising Control, Vegetation Control and Junkyard Control.

Responsibilities

Direct roles and responsibilities for this position

Works as technical specialist and field staff over a multi-county area for billboard and junkyard regulation. It is a field/office position requiring work outside the office 85% of the time, or four out of five days. This position is responsible for enforcing the Rules and Regulations for Outdoor Advertising, Vegetation Control and Junkyard Control.

Enforcement includes: field inspections along the rights-of-way of state and interstate routes involving high speed and high volume traffic with limited shoulder space; ability to carry setup equipment, use and maintain global positioning equipment; ability to verify legal documentation; ability to read functional maps; long distance driving of 250+ miles per day; ability to work with potentially difficult customers; maintaining accurate data of all inspections; ability to testify in legal proceedings while remaining calm and clear headed; ability to work independently performing surveillance of outdoor advertising and junkyard control for all counties in TDOT's Region 3

Qualifications

Minimum Qualifications:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree AND experience equivalent to one year of full-time professional staff administrative and/or analytic experience. Substitution of Experience for Education: Qualifying full-time increasingly responsible sub professional, para-professional, or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years. Substitution of Education for Experience: Additional graduate coursework in public administration, business administration, or other acceptable field may be substituted for the required experience, on a year-for-year basis. OR One year of professional administrative services experience with the State of Tennessee.

Special skills, knowledge or experience desired

- Experience with field data collection
- Experience with data base input and management
- Regulatory experience and/or legal proceedings
- Professional attitude and attention to detail in a fast-paced environment

Applications must be submitted online in order to be considered for the position.

Interested applicants should apply online at: <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>

Job Posting Title: ADMIN SERVICES ASSISTANT 2*

Job Opening ID: 33616

Questions? Email TDOT.Beautification@tn.gov

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.