

## 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:

[Local Programs](#)



## **Transportation Program Monitor 1\* (1 Position)**

TDOT Local Programs Development Office

Location: Nashville, TN

Compensation: \$3,958 (min.) to \$5,950 (max.) per month

### Overview

The Tennessee Department of Transportation is currently accepting applications for one (1) full-time Transportation Program Monitor 1\* for the Local Programs Development Office located at the TDOT Headquarters in Nashville, TN, Davidson County. The positions will be responsible for the following functional areas:

#### □ Reimbursement of Invoices for Locally Managed Projects

The Local Programs Development Office assists local governments with administering state and federal aid projects. Types of projects administered in Local Programs include projects such as roadway resurfacing, greenways, signalization of intersections, and bridge replacements. These projects must follow the Local Government Guidelines Manual. In this effort, the positions are focused on the Local Program Development Office with the following responsibilities:

These positions start as a Transportation Program Monitor 1 and flex to a Transportation Program Monitor 2 after one year of service with good performance.

This position is eligible for Alternative Workplace Solutions (AWS). AWS is an effort by state government to change the way many state employees work. This program creates flexibility and promotes a more efficient work environment. After a four (4) week on-boarding program at the headquarters office for five (5) days a week, employees may be eligible to work from home or mobile up to four (4) days a week. Selected candidates may be eligible to work from home up to four (4) days per week and must report to the office or job site a minimum of one (1) day per week.

## Responsibilities

### Oversight – Locally Managed Projects

- Responsible for the monitoring and analysis of project budgets, funding, invoices, and Fiscal policies for transportation programs
- Ability to learn how to:
  - Analyze information and evaluate results to choose the best solution and solve problems
  - Explain project specific procedures and regulations to the persons in other departments or divisions, local governments, or outside organizations and representatives as required
  - Compile and review information necessary to create reports and documentation for accuracy and completeness
  - Explain departmental policies and procedures, interpret rules and regulations to internal and external customers to ensure consistency of information
  - Mails or emails correspondence to internal and external business partners.
  - Prepare reports to document results of monitoring activities
  - Monitor and reconcile program expenditures and/or obligations and recommends fiscal adjustments as needed
  - Provide subrecipients with technical assistance, meet with subrecipients regarding procurements as needed
  - Present and educate contractees at trainings and other forums
  - Work with consultants that assist with procurement transaction review
  - Review invoices for accuracy and payment
  - Monitor and reconcile program sources allocated to projects to prevent lapsing of funds
  - Participate in contract and invoice meetings to provide updates on subrecipient procurements in process that will be used in contract budgets or for future grant program reimbursements
  - Document and store appropriate information in electronic databases and/or physical forms as requires ensuring accurate information is recorded
  - Grant administration responsibilities which include invoice processing, monitoring oversight, expediting processes, and other focused aspects of administrative and compliance responsibilities
  - Maintain grantee documentation electronically
  - Operates computer hardware and software, scanners, and other equipment to complete reports, document collected data, and to communicate with others to capture and maintain program information
  - Facilitate a partner relationship with local agencies, assists to provide resources and technical assistance in resolving issues
  - Assist in the development of spreadsheets, presentations, forms, form letters, publications, memos, database queries, logs, and other systems to facilitate accurate gathering, tracking, training efficiency and dissemination.
  - Offer suggestions to help streamline and improve workflow process and accuracy
  - Respond to emails, phone calls and other correspondence as required
  - Recommend creative solutions to unique problems as they arise
- This position requires some travel within the State.

## Minimum Qualifications

- Education and Experience: Graduation from an accredited college or university with a bachelor's degree.

Applications must be submitted online in order to be considered for the position. Please submit one application for consideration.

Interested applications should apply online at: <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>  
Select TRANS PROGRAM MONITOR 1\*

Job Posting Title: TRANS PROGRAM MONITOR 1\*

Job Opening ID: 44130

Questions? Email [TDOT.Careers@tn.gov](mailto:TDOT.Careers@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.