

## 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.



### **Local Programs Manager**

Local Programs and Community Investments Division – Local Programs Section  
Nashville, TN  
\$124,800 annually

#### **Job Overview**

The Local Programs Manager will lead, mentor, and train Local Programs Section Team Leads as well as the section Technical Coordinator through empowerment, communication, and delegated authority. This position will develop work plans that align with TDOT's strategic vision and will effectively delegate authority and responsibility, when applicable, while ensuring the availability of resources for the Local Programs Section to be successful.

This position will assist in the development of department policies, discipline-specific technical guidance, procedures, and manuals and assist the Local Programs Section in producing deliverables and implementing the Quality Assurance Program as part of the Department's Work Program. The Local Programs Manager will supervise staff and will develop performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The Local Programs Manager will research national best practices to drive innovation and efficiency within each technical unit as part of the Local Programs Section.

#### **Essential Job Responsibilities**

Manage resources and staff utilization to allow the Local Programs Section to perform their roles effectively and efficiently, optimizing the section's ability to successfully administer local programs and projects in coordination with TDOT Divisions, TDOT Regions, FHWA, and local governments.

Manage the policy level direction for the Local Programs Section as part of a matrix structure, creating policies, procedures, guidelines, and performance metrics that seek to administer Local Programs projects in a manner that ensures adherence to federal and state requirements and results in projects that incorporate high quality processes and technologies. Develop and manage the financial performance for the Local Programs Section in alignment with TDOT financial processes to ensure transparency and accountability.

Establish and ensure that there is a direct relationship between quality and work outcomes by developing and implementing quality control and quality assurance processes for the Local Programs Section's programs, projects, and funding.

Assist in the development of consultant acquisition plans and oversight of external partners for professional engineering services as part of the Brooks Act. Provide support in the development of Requests for Proposal (RFP), assist in determining scoring criteria, serve on selection committees, assist in negotiating contracts, attend debriefs with consultants, manage contract tasks, review invoices, and complete consultant grading.

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

Lead the Local Programs Section in providing exceptional customer service to both internal and external customers by exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, continual follow-up on delayed projects, and communicating effectively.

Ensure the section remains current on federal, American Association of State Highway and Transportation Officials (AASHTO), and state design standards and guidelines.

Ensure the section remains current on national best practices as it relates to Local Programs administration; advocates for the implementation of emerging technologies into Local Programs projects that will improve efficiency, effectiveness, reliability, sustainability, and the safety of Tennessee's transportation network; and integrate federal and state requirements into TDOT's guidance documents, processes, and procedures. Participate in peer exchanges with State and local governments and applicable industry partners for key insights and collaboration.

Assist in ensuring the Local Programs Section deliverables 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 in Engineering
- Licensed Professional Engineer (PE)
- 8 years of demonstrated competency in planning, managing transportation projects, or related field, that includes 2 years of demonstrated competency in supervision.

#### **Ideal Candidate**

The Local Programs Manager deeply understands developing, managing, and administering locally managed projects. They possess exceptional communication and strong leadership and team management abilities, with the ability to effectively engage with stakeholders at all levels. They coach and mentor their team and provide guidance and direction on best practices, state and federal rules and regulations, and TDOT specifications. They are crucial to identifying opportunities to share and connect the right people to solve problems and plan for the future.