

## 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. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



### **Local Programs Technical Coordinator 1**

Local Programs and Community Investments Division – Local Programs Section  
\$61,428 annually

#### **Job Overview**

The Local Programs Technical Coordinator 1 ensures successful coordination and administration of transportation projects managed by local governments. Reporting directly to the Local Programs Manager, this position acts as the main point of contact for contract and amendment development for all Local Programs projects to ensure the successful delivery of local transportation projects.

The Local Programs Technical Coordinator 1 collaborates with cross-functional teams within the Local Programs Section, TDOT technical disciplines, Divisions and Regions, and local governments and other sponsors focusing on contract and financial administration, project documentation, and coordination of contractual-related activities throughout the entire project delivery lifecycle. The Local Programs Technical Coordinator 1 supports local governments and other sponsors by developing, coordinating, and tracking all contracts and amendments for Local Programs projects. This position helps maintain consistency in processes across locally administered projects.

The Local Programs Technical Coordinator 1 must demonstrate technical competence, initiative, and the ability to work independently within a matrixed organization while coordinating contractual support during the project development process. This position must effectively articulate local programs' concepts through mentoring and collaborating as part of a matrix organization.

#### **Essential Job Responsibilities**

Support the Bureau of Planning and the efficient delivery of local agencies' work programs by coordinating with local governments and TDOT teams on state- and federally funded projects, to ensure compliance with project initiation requirements, funding authorizations, and appropriate content for all Local Programs contracts and amendments.

Provide direct contractual support to local agencies and coordinate with TDOT disciplines to coordinate required reviews and approvals required by TDOT's Local Government Guidelines Manual (LGGM) as it relates to contracts and amendments.

Serve as a liaison between the Local Programs Manager and other TDOT Divisions, ensuring effective communication, escalating risks as needed, and resolving project coordination issues across TDOT's multi-disciplinary teams.

Monitor project progress using eGrants and other tools, track milestone completion, and identify and address delays or compliance concerns in coordination with internal TDOT reviewers and local governments.

Assist the Local Programs Manager in the 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 evaluating proposals based on established criteria, and coordinating consultant tasks after selection.

Integrate Quality Management into all deliverables by interpreting and applying standards and checklists and providing oversight during the project development process.

Independently perform record checks and assist with the retention of records for local programs deliverables, including documentation needed for closeout, audits, and reimbursement, per the TDOT records retention policy.

Remain current on LGGM and state/federal regulatory requirements and assist the Local Programs Manager in revising guidance documents and facilitating training to the Bureau of Planning staff.

Provide exceptional customer service to project stakeholders by responding to inquiries, resolving process challenges, and ensuring clear communication and transparency throughout the project lifecycle.

#### **Qualifications**

- Associate or Bachelor's degree
- 3 years of demonstrated competency in public or business administration, accounting, finance, transportation planning or engineering, project delivery, transportation funding, project or program management, or a related technical discipline

#### **OR**

- Education equivalent to graduation from high school
- 5 years of demonstrated competency in public or business administration, accounting, finance, transportation planning or engineering, project delivery, transportation funding, project or program management, or a related technical discipline

#### **Ideal Candidate**

The Local Programs Technical Coordinator 1 demonstrates a blend of strong contractual expertise and effective interpersonal skills. With in-depth state and regulatory requirements and processing knowledge, they support local agency project development processes. The Local Programs Technical Coordinator 1 effectively communicates contractual support and information to technical and non-technical audiences, fostering positive relationships with colleagues and stakeholders. They collaborate well across teams, manage multiple tasks and deadlines, and consistently contribute as a reliable team player in cross-functional settings.