

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 Administration Team Lead

Local Programs and Community Investments Division – Local Programs Section
Nashville, TN
\$99,456 annually

Job Overview

The Local Programs Administration Team Lead will lead, mentor, and train the Local Programs Administration Team 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 while ensuring the availability of resources for the Local Programs Administration Team to be successful.

This Local Programs Administration Team Lead will implement department policies, project tracking, discipline-specific technical guidance, procedures, and manuals to lead and assist the Local Programs Administration Team in producing deliverables and implementing the Quality Assurance Program to achieve program efficiency and effectiveness. The Team Lead will supervise technical staff and implement performance plans, schedules, and budgets, ensuring the expected outcomes, performance, and accountability of each team member. The Team Lead will research national best practices to drive innovation and efficiency within the Local Programs Administration Team.

Essential Job Responsibilities

Manage resources and staff utilization and assist the Local Programs Administration Team to perform their roles effectively and efficiently, optimizing the Team's ability to successfully support local governments in the delivery of locally managed projects from project initiation through construction and the required training and certification programs.

Establish and ensure there is a direct relationship between quality and work outcomes by developing and implementing quality control and quality assurance processes for the Local Programs Administration Team.

Assist with the management of policy level direction for the Local Programs Administration Team as part of a matrix structure, creating policies, procedures, guidelines, and performance metrics that support adherence to federal and state requirements and results in the incorporation of high-quality processes and technologies into programs and projects. Develop and manage the financial performance for the Local Programs Administration Team in alignment with TDOT financial processes to ensure transparency and accountability.

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.

Manage external partners, including providing leadership, guidance, and direction to the Local Programs Administration Team to develop contract scopes of work, assisting in negotiating contracts, reviewing consultant invoicing, managing contract tasks, and completing consultant grading.

Lead the Local Programs Administration Team 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 of delayed projects, and communicating effectively.

Ensure the team remains current on national best practices as it relates to the Local Programs Administration programs; incorporate research, evaluations and implementation of emerging technologies into the Local Programs Administration programs 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.

Provide oversight in the development of Local Programs Administration deliverables and ensure they 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 competency in Public Administration, Business Administration, Accounting, Finance, Economics, Urban, Environmental or Transportation Planning, Environmental Science or Engineering, or a related field.

OR

- Associate degree
- 7 years of demonstrated competency in Public Administration, Business Administration, Accounting, Finance, Economics, Urban, Environmental or Transportation Planning, Environmental Science or Engineering, or a related field.

OR

- High school diploma
- 9 years of demonstrated competency in Public Administration, Business Administration, Accounting, Finance, Economics, Urban, Environmental or Transportation Planning, Environmental Science or Engineering, or a related field.

Ideal Candidate

The Local Programs Administration Team Lead exhibits strong organizational and leadership skills, enabling them to oversee local transportation initiatives effectively. With expertise in administrative programs and processes and state and federal compliance, they ensure programs align with best practices. Their excellent communication skills facilitate collaboration between TDOT and local government agencies. Additionally, the Local Programs Administration Team Lead's strategic thinking and problem-solving abilities drive the successful implementation of projects, contributing to the enhancement of local transportation systems.