

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.



Grants Administration Team Lead

Passenger Transportation, Rail and Freight Division – Public Transportation Section
Nashville, TN
\$103,848 annually

Job Overview

The Grants Administration Team Lead will lead, mentor, and train the Grants Administration Team for the Public Transportation Section 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 Grants Administration Team to be successful.

The Grants Administration Team Lead for the Public Transportation Section will lead the development and implementation of departmental policies, discipline-specific technical guidance, procedures, and manuals related to grant administration for incorporation into TDOT's programs and projects. This position will ensure the implementation of the quality assurance program to achieve program efficiency and effectiveness. The Grants Administration Team Lead will supervise technical staff and implement performance plans, schedules, and budgets, ensuring each team member's expected outcomes, performance, and accountability. The Grants Administration Team Lead will research national best practices to drive innovation and efficiency within the Grants Administration Team.

Essential Job Responsibilities

Manage resources and staff utilization and assist the Grants Administration Team in performing their roles effectively and efficiently, optimizing the Team's ability to successfully oversee and manage grant administration processes.

Lead the administration of the Federal Transit Administration's (FTA) planning, operating and capital grants programs; Tennessee's Critical Trips (CRIT), Urban Operating (UROP), and Improving Manufacturing, Public Roads and Opportunities for a Vibrant Economy (IMPROVE) Transit Investment Grant programs; and other federal or state funded transit contracts. Prepare annual allocation formulas, establish grant budgets, complete pre-award allocations, and lead annual calls for projects, as applicable per individual program requirements.

Lead the project delivery process for grant contracts, including initiating, executing, monitoring, and closing grant contracts. Lead grantee and contractor reimbursement processes, including reviewing and approving invoices; managing contractor work to support staff, and providing technical assistance to the grantees. Lead grant financial reconciliation processes to ensure federal fund balances align with the federal system.

Lead the development of quarterly and annual federal reporting, including National Transit Database, Federal Funding Accountability and Transparency Act (FFATA) reporting, Program Income Reporting, Federal Financial Reporting (FFR), and Milestone Progress Reporting (MPR).

Lead the administration of consulting contracts, including managing external partners, developing and advising on contract scopes of work, negotiating contracts/grants, reviewing consultant contract/grant invoicing, managing contract/grant tasks, and completing consultant grading.

Lead the Grants Administration Team for the Public Transportation Section in providing exceptional customer service to internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

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 Grants Administration Team with respect to grant administration activities.

Assist with managing the policy direction for the Grants Administration Team as part of a matrix structure, creating policies, procedures, guidelines, and performance metrics that support adherence to federal and state requirements, including best practices, and improve planning processes. Assist with the financial performance of the Grants 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.

Ensure the Grants Administration Team remains current on national best practices as it relates to grant administration processes and procedures; incorporate research, evaluations, and implementation of emerging processes and technologies into the grant administration responsibilities that will improve efficiency, resiliency, effectiveness, reliability, sustainability, and the safety of Tennessee's transportation network; 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 the Grants Administration Team deliverables, and ensure they are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, production of annual reports as required, and an established track record of success.

Qualifications

- Bachelor's degree in a related field.
- 5 years of demonstrated competency in Transit Planning, State and Regional Transportation Planning, Public Administration, Transportation Management, or a related field.

Ideal Candidate

The Grants Administration Team Lead excels in developing, managing, and administering innovative transit planning and capital programs. They showcase excellent communication, leadership, and team management abilities, successfully engaging with stakeholders across all levels. In their leadership role, they guide the team on best practices and ensure adherence to state and federal regulations while promoting innovation. Their position is essential in identifying opportunities to overcome challenges and plan for future success.