

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.



Statewide Technical Specialist

Passenger Transportation, Rail, and Freight Division – Budget and Finance
Nashville, TN
\$99,864 annually

Job Overview

The Statewide Technical Specialist develops and implements innovative concepts that will improve the performance of Tennessee's transportation system related to transit, rail, and freight programs and projects. This position ensures that transit programs and projects are administered consistently with Federal and State financial requirements, serves as a liaison with the Federal Transit Administration (FTA), and oversees the budget and financial aspects for the division. The Statewide Technical Specialist role requires collaboration with Passenger Transportation, Rail and Freight Division units, other TDOT Divisions, service providers, consultants, federal agencies, and other external stakeholders.

The Statewide Technical Specialist assists in developing department policies, discipline-specific technical guidance, procedures, and manuals related to financial management for incorporation into transit, rail, and freight programs and project delivery processes. The position assists in implementing the Quality Assurance Program to ensure compliance with Federal and State requirements and achieve program efficiency and effectiveness. The Statewide Technical Specialist researches national best practices to drive innovation and efficiency within the Passenger Transportation, Rail, and Freight Division's technical units.

Essential Job Responsibilities

Provide leadership, guidance, and direction and perform financial management activities for FTA-funded transit programs and projects, and the division. Manage the policy level direction for the Passenger Transportation, Rail, and Freight Division as part of a matrix structure, creating policies, procedures, guidelines, and performance metrics that seek to manage, maintain, and improve financial management processes and ensure transparency and accountability.

Manage FTA compliance oversight activities including preparing, maintaining and implementing compliance oversight Standard Operating Procedures (SOP). Lead coordination efforts for the FTA State Management Reviews and other audits. Lead and coordinate the development and implementation of corrective actions in response to audit findings.

Prepare, disseminate, and oversee annual program budgets for the division.

Oversee and implement the Grant Administration System. Utilize financial data to reconcile Edison records with TDOT Finance Division records. Generate and provide

grant status reports to internal and external customers, as needed.

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

Develop and assist in implementing quality control and quality assurance processes for the Passenger Transportation, Rail, and Freight Division related to the financial management of transit, rail, and freight programs, projects, and related activities.

Provide exceptional customer service to both internal and external customers by exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Remain current on national best practices as it relates to the financial management of transit, rail, and freight programs and projects; incorporate research, evaluations, and implementation of emerging financial management processes into transit, rail, and freight programs and 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 Federal, State and local governments and applicable industry partners for key insights and collaboration.

Assist in ensuring the Passenger Transportation, Rail, and Freight Division 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
- 8 years of demonstrated competency in Business Administration, Public Administration, Finance, Accounting, Economics, Transit Planning, State and Regional Transportation Planning, Transportation Management, or a related field.

OR

- Master's Degree
- 7 years of demonstrated competency in Business Administration, Public Administration, Finance, Accounting, Economics, Transit Planning, State and Regional Transportation Planning, Transportation Management, or a related field.

Ideal Candidate

The Statewide Technical Specialist is a highly skilled professional who possesses exceptional critical thinking abilities. They are experts in assessing and addressing complex issues related to financial management and program oversight, and their expertise is invaluable in developing effective strategies to manage risk. The Statewide Technical Specialist is dedicated to working as part of a team and understands the importance of cooperation and coordination with their team members and stakeholders. They are a detail-oriented individual who is meticulous in their work. They analyze data and information with a keen eye for detail, ensuring adherence to sound financial management principles and best practices. They are also excellent problem solvers, able to identify and resolve issues quickly and efficiently.