

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 Senior Technical Specialist

Passenger Transportation, Rail, and Freight Division – Public Transportation Section,
Grants Administration
Nashville, TN
\$75,204 annually

Job Overview

The Grants Administration Senior Technical Specialist is responsible for coordinating and administering the Federal Transit Administration's (FTA) planning and capital grants programs. This position will also administer the State of Tennessee's Grant Programs. This includes executing and managing the grant programs for both state and federal awards, including any required matches.

The Grants Administration Senior Technical Specialist is expected to use sound judgment and decision-making skills to assist in the grant process. The Grants Administration Senior Technical Specialist will be expected to work independently and collaboratively, performing advanced technical responsibilities. This position must perform advanced technical responsibilities and effectively articulate technical concepts through training, mentoring, and collaborating as part of a matrix organization.

Essential Job Responsibilities

Assist in administering FTA's operating, planning, and capital grants programs, including the Coronavirus Aid, Relief, and Economic Security (CARES) Act-funded transit contracts.

Assist in administering Tennessee's Grants, including Critical Trips (CRIT), Urban Operating (UROP), and Improving Manufacturing, Public Roads, and Opportunities for a Vibrant Economy (IMPROVE) Transit Invest Grant programs.

Assist in managing and executing grant contracts for federal and state programs, including reviewing and processing invoices, establishing budgets, pre-award allocations, and program eligibility documentation.

Effectively administer grant programs and perform program reconciliation to ensure that grant requirements have been met and TDOT maximized the use of federal and state funds for public transportation.

Assist in pre-award planning of federal and state funds, including annual grant program scheduling, planning document reviews, and facilitating transit project applications to discretionary grants.

Provide exceptional customer service to both internal and external customers by exercising effective listening skills and providing prompt responses. Serve as a TDOT liaison in teaming with federal and state partners, MPOs, other local governments, and industry for grant administration-related issues.

Assist in quality reviews and compliance regarding the administration of capital grants programs to establish and ensure a direct relationship between quality and work outcomes.

Assist the Division Director, Manager, and Team Lead in the development of the Grant Administration Team deliverables, ensuring they are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation to risk, production of annual reports as required, and an established track record of success.

Qualifications

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

OR

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

Ideal Candidate

The ideal candidate for the Grants Administration Senior Technical Specialist position is a highly organized and detail-oriented professional with expertise in federal and state grant administration. They possess strong decision-making skills and the ability to manage complex grant programs independently while thriving in a collaborative team environment. With a thorough understanding of grant compliance, budgeting, and program eligibility requirements, they ensure efficient and effective execution of grant contracts. Additionally, the ideal candidate excels in mentoring junior staff and is committed to maintaining high standards in program oversight, compliance, and reporting for state and federally funded initiatives.