

## 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 Technical Specialist**

Passenger Transportation, Rail, and Freight Division – Public Transportation Section,  
Grants Administration  
\$60,600 - \$70,680 annually

#### **Job Overview**

The Grants Administration Technical Specialist is responsible for coordinating and administering the Federal Transit Administration's (FTA) public transportation grant programs. This position will also assist in administering the State of Tennessee's public transportation grant programs. This includes monitoring and conducting analysis to support the grant programs for both state and federal awards, including any required matches.

The Grants Administration Technical Specialist is expected to use sound judgment and decision-making skills to assist in the grant process. Assist in administering critical transit grant programs, from reviewing applications and budgets to ensuring compliance with federal rules and tracking progress reports. Whether supporting invoice reviews, coordinating with local transit agencies, or assisting in project delivery documentation, you'll be part of a team that ensures taxpayer dollars are used effectively and transparently.

The Grants Administration Technical Specialist will be expected to work independently and collaboratively. 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 Duties of the Technical Specialist 1, 2, and 3 include:**

Assist in administering key transit programs, such as: FTA Section 5311 (Rural Transit), FTA Section 5339 (State of Good Repair), and State-funded Critical Trips, Urban Operating (UROP), and IMPROVE Act Transit Investment Grant.

Assist with establishing grant budgets, collect eligibility documentation, and support pre-award activities. Support the review and preparation of grant-related documents, including invoices, contract agreements, and applications.

Assist with implementing quality assurance procedures and contribute ideas for improving project and compliance processes. Enter and maintain transit program data in internal systems.

Coordinate meetings with internal TDOT teams and external stakeholders (e.g., subrecipients, local governments). Take meeting notes and update project coordination logs. Provide customer service by responding to internal/external inquiries with accurate and timely information.

Attend assigned technical workshops, webinars, or conferences to build knowledge in transit operations, grants, and coordination protocols.

Maintain organized records of coordination activities, agreements, and approvals. Prepare Schedule of Expenditures (SOE), contract budget pages, contracts, contract amendments, etc. Review and itemized invoice packets to ensure all required supporting documentation is within the packet. Perform triannual calls with assigned agencies and document calls.

Provide exceptional customer service to internal and external customers by exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Coordinate with internal TDOT disciplines (e.g., Finance, Legal) to relay transit requirements and updates. Assist with scheduling meetings, taking meeting notes, and updating team logs. Attend site reviews with transit agencies, consultants, and TDOT representatives. Attend other trainings and conferences as needed.

**Additional Job Duties for the Technical Specialist 2 and 3 include:**

Review federal and state transit grant applications (e.g., FTA Section 5310/5311, UROP, CRIT). Assist with scoring applications during competitive calls for projects. Monitor grant invoicing and reimbursement processes; highlight inconsistencies and escalate issues as needed.

Assist in developing program-related guidance documents, procedures, and templates to streamline and standardize administration practices. Support the Grants Administration Team Lead in identifying and documenting best practices based on peer exchanges, stakeholder input, and federal guidance.

Communicate with external stakeholders, local government agencies, contractors, and consultants to address issues involving prequalification, contracts, compliance, and invoice processing. Support team members and share insights on the best practices and standards of public transit program administration.

Track real property, equipment, and vehicle assets. Participate in site visits and provide recommendations for improvements or corrective actions. Support oversight of transit-related capital projects (transit centers, shelters, etc.). Approve invoices and reimbursement requests for federal and state-funded projects.

Perform consultant and subrecipient prequalification, selection, invoice processing, and performance assessments. Coordinate and facilitate agreements with governmental agencies, consultants, contractors, and external partners to support the effective development and execution of grants, contracts, projects, and programs.

**Additional Job Duties for the Technical Specialist 3 include:**

Compile and analyze data sets for: National Transit Database (NTD) reporting and Federal Funding Accountability and Transparency Act (FFATA), Milestone Progress Reporting (MPR), and Federal Financial Reporting (FFR) submissions. Support data accuracy for quarterly/annual grant reporting. Create visuals (charts/graphs) to communicate funding usage or project progress to stakeholders.

Support training through peer review and process walkthroughs. Answer common questions and provide resources or tools to newer staff. Participate in team knowledge-sharing and help improve templates and/or processes.

Coordinate compliance and reporting efforts with local transit agencies, planning organizations, consultants, and federal/state partners. Support the consultant performance evaluation process by assisting in reviews, documentation, and feedback collection.

Mentor and provide technical guidance on transit coordination procedures. Perform quality reviews of grant agreements, funding documentation, and coordination plans. Contribute to developing and revising statewide public transportation policies, standards, and training materials. Support the training, mentoring, and quality assurance of work performed by team members.

## **Qualifications**

### **TDOT Technical Specialist I**

- Bachelor's Degree

### **TDOT Technical Specialist II**

- Bachelor's Degree
- 1 year of demonstrated competency in Transit Planning, State or Regional Transportation Planning, Public Administration, Transportation Management, Grants Management or a related field.

### **TDOT Technical Specialist III**

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

**The Tennessee Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, level of FTA public transportation safety certification, and all other appropriate factors, including business needs. Within 6 months of hire, employees must demonstrate successful mastery of corresponding work competencies and skill blocks of the Technical Specialist Competency Program for the level of worker for which they were hired. If skills and competencies are not met during that period, the employee can be demoted to the level of worker for which he/she is qualified.**

## **Ideal Candidate**

The Grants Administration Technical Specialist is a curious and motivated professional who thrives in collaborative environments and values public service. They are eager to grow their technical expertise in transportation systems, whether in rail coordination, public transit grants, or infrastructure project delivery, and are driven by the impact their work has on communities across Tennessee. With strong attention to detail, a commitment to learning, and a problem-solving mindset, they approach tasks with responsibility and a forward-thinking attitude. They communicate effectively, build strong relationships with peers and stakeholders, and embrace change and innovation to improve transportation safety, efficiency, and accessibility throughout the state.