

## 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 Planning and Program Development Manager**  
Planning Division – Statewide Planning and Program Development Section  
Nashville, TN  
\$110,004 annually

### **Job Overview**

The Statewide Planning and Program Development Manager will lead, mentor, and train the Statewide Planning and the Program Development Section Team Leads as well as the section Technical Coordinator 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, when applicable, while ensuring the availability of resources for the Statewide Planning and Program Development Section to be successful.

This position will assist in the development of department policies, discipline-specific technical guidance, procedures, and manuals and assist the Statewide Planning and Program Development Section in producing deliverables and implementing the Quality Assurance Program as part of the Department's Work Program. The Statewide Planning and Program Development Manager will supervise technical staff and will develop performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The Statewide Planning and Program Development Manager will research national best practices to drive innovation and efficiency within each technical unit as part of the Statewide Planning and Program Development Section.

### **Essential Job Responsibilities**

Manage resources and staff utilization to allow the Statewide Planning and Program Development Section to perform their roles effectively and efficiently, optimizing the Team's ability to successfully administer statewide, metropolitan, and non-metropolitan transportation planning and programming processes.

Establish and ensure that there is a direct relationship between quality and work outcomes by developing and implementing quality control and quality assurance processes for the Statewide Planning and Program Development Section with respect to statewide and regional TDOT planning studies, transportation plans developed by others and local agencies, the State Planning and Research (SPR) Work Program, the Statewide Transportation Improvement Plan (STIP), and administering federal planning funds.

Manage the policy level direction for the Statewide Planning and Program Development Section as part of a matrix structure, creating policies, procedures, guidelines, and performance metrics that seek to manage, maintain, and improve planning and programming processes. Develop and manage the financial

performance for the Statewide Planning and Program Development Section 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 by providing leadership, guidance, and direction to the section for the developing contract scopes of work, assisting in negotiating contracts, reviewing consultant invoicing, managing contract tasks, and completing consultant grading.

Lead the Statewide Planning and Program Development Section in providing 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.

Ensure the section remains current on national best practices as it relates to the Statewide Planning and Program Development programs; incorporate research, evaluations and the implementation of emerging technologies into the Statewide Planning and Program Development programs to improve efficiency, resiliency, 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.

Assist in ensuring the Statewide Planning and Program Development Section 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 State and Regional Transportation Planning, Public Administration, Business Administration, or a related field, that includes 2 years of demonstrated competency in supervision.

### **Ideal Candidate**

The Statewide Planning and Program Development Manager deeply understands developing, managing, and administering planning programs. They possess exceptional communication and strong leadership and team management abilities, with the ability to effectively engage with stakeholders at all levels. They coach and mentor their team and provide guidance and direction on best practices, state and federal rules and regulations, and TDOT specifications. They are crucial to identifying opportunities to share and connect the right people to solve problems and plan for the future. The Statewide Planning and Program Development Manager plays a pivotal role in shaping the future of transportation striving to create more efficient, resilient, equitable, and sustainable transportation systems.