

## Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation (TDOT) has close to 4,100 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is located in downtown Nashville.

## What we do:

The Tennessee Department of Transportation (TDOT) provides citizens and travelers of Tennessee with one of the best transportation systems in the country.

For more information on this division, please see link below:

**Long Range Planning**



## TDOT Planning Supervisor

505 Deaderick St

Nashville, TN

Compensation: \$4,296.00 - \$6,872.00 monthly

### Overview

The Tennessee Department of Transportation is currently hiring a full-time **Planning Supervisor** for the Long-Range Planning (LRP) Division's Research Office located at TDOT Headquarters in Davidson County, TN. This position could qualify for a work from home option (Alternate Work Solutions) reporting to the work location on a weekly basis.

**The Research Office (RO)** is responsible for managing TDOT's Research program and other transportation research initiatives. The RO works to enhance Tennessee's transportation system through high-quality research that leads to the adoption of efficient technologies, innovation, and best practices. The RO plans, conducts, monitors, reviews, and coordinates the selection and completion of transportation research projects supported by TDOT. TDOT contracts with state colleges, universities, and other research organizations to produce research that supports the goals and objectives of the department.

The ideal candidate should be an independent, but collaborative worker willing to learn and work as a team to identify problems and propose creative solutions.

### Responsibilities

- Manage an energetic team of professionals and Research Office tasks.
- Assist in administering and managing TDOT's Research Program, including but not limited to ensuring all TDOT sponsored research is compliant with federal regulation.
- Lead and track implementation efforts of research findings within the agency, coordinating with subject matter experts across TDOT and quantifying the effectiveness of research sponsored by TDOT.
- Support and promote a "Culture of Innovation" within the Department, including the utilization of new technology wherever possible.
- Lead efforts to support the enhancement of the State Transportation Innovation Council (STIC).
- Assist the development of grant proposals for various programs, including the STIC Incentive program.
- Monitor progress and the fulfillment of research project scopes, including receipt of high-quality deliverables.
- Develop, administer, communicate, and promote the use of products of research, development, and technology transfer programs under 23 USC Section 420 and 23 USC Section 505.
- Interpret a variety of policy and guidance documentation for internal and external business partners to facilitate understanding, enhance communications, and ensure compliance.
- Recommend strategies and objectives for assigned program areas to enhance performance and improve organizational efficiency. Participate in the development and/or implementation of the Department's Long Range Plan and strategic goals.
- Collaborate with engineers, planners, and policy makers to research, analyze, or resolve complex transportation issues.
- Train staff on best practices and departmental, state, and federal laws, rules, regulations, guidelines, policies, and procedures.
- Attends meetings/conferences, serves on committees, and makes presentations as needed.

### Qualifications

- Graduation from an accredited college or university with a bachelor's or master's degree in planning, transportation planning, public administration, civil engineering, or other related fields.

- Excellent verbal and written communication skills, including public speaking and presentations
- Grants or program management experience
- Knowledge of and ability to interpret and apply sponsor, institutional, and departmental policies.
- Knowledge of all types of award mechanisms, including grants, contracts, subcontracts, and cooperative agreements.
- Independent judgment skills, as well as strong organization and customer service focus.
- Ability to interpret policy for others.
- Ability to stay current on best practices in all areas of research administration.
- Experience with Microsoft Office 365 products; including Outlook, TEAMS, and SharePoint.
- Leadership experience
- Ability to work independently, including staying on task in a work-from-home environment and in a team environment, including participation at national and statewide conferences

*Preferred*

- Managing/Supervising a group of professionals
- Experience with Adobe Suite products
- Knowledge of the Code of Federal Regulations
- Knowledge of various State Regulations

**Applications must be submitted online.**

Interested applications should apply online at:

<https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>

Select **PLANNING SPECIALIST-ADVANCED**

Questions? Email [TDOT.Careers@tn.gov](mailto:TDOT.Careers@tn.gov)

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.