

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. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



Rural Planning Organization Senior Technical Specialist
Planning Division – Community Transportation Planning Section
Nashville, TN
\$75,204 annually

Job Overview

The Rural Planning Organization (RPO) Senior Technical Specialist serves as the subject matter expert for TDOT's rural transportation planning processes. This position is responsible for participating in transportation studies coordinated by RPOs and local municipalities and assisting in the development of plans, studies, and other transportation planning products.

The RPO Senior Technical Specialist position requires frequent collaboration with TDOT Divisions and Regions, the Federal Highway Administration (FHWA), and various local, regional, and state agencies. This position must effectively articulate rural transportation planning programs and project concepts through training, mentoring, and collaborating as part of a matrix organization.

Essential Job Responsibilities

Perform liaison duties between local agencies, regional organizations, FHWA, and TDOT, including coordination and review of local agency transportation planning studies.

Research transportation-related funding opportunities and other planning resources to support the development of sustainable, resilient, and efficient transportation systems and aid RPOs in their transportation challenges. Provide funding information to local agencies that have been programmed in the Statewide Transportation Improvement Program (STIP).

Develop, assist, coordinate, and manage statewide and regional transportation studies and plans that support TDOT's mission and vision and align with the State's transportation goals and objectives. Develop RPO Work Programs and Rural Regional Transportation Plans.

Assist RPOs with potential funding opportunities by informing them of Federal and State grant availability, including grant requirements, Notices of Funding Opportunities, eligibility requirements, and other pertinent grant information to maximize financial resources and to support local and regional priorities.

Coordinate with local governments and Federal and State agencies regarding status and implementation issues of awarded grants and assist in ensuring all grant reporting is accomplished per requirements.

Coordinate the review of RPO transportation plans, programs, and policies with other TDOT Divisions and Regions, Federal agencies, other state and local agencies, and the public, as necessary to ensure they are comprehensive, technically sound, and widely supported.

Assist in preparing for and presenting information at RPO Boards and other local meetings to ensure clear and accurate communication, facilitate effective decision-making, enhance stakeholder engagement, foster transparency, promote collaboration, and strengthen public confidence in transportation planning efforts.

Assist the Division Director, Manager, and Team Lead in the development and delivery of rural planning training and technical guidance that addresses acquired knowledge and risk management, inspiring new program and project processes, procedures and technologies, and developing skills. Provide expertise, training, and mentoring to TDOT staff and local agencies regarding rural planning issues and considerations.

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, RPOs, other local governments, and industry for rural planning-related issues.

Remain current with national and regional applicable rural planning initiatives and trends. Assist in developing, maintaining, and updating TDOT's policies, methods, procedures, and guidelines for the efficient and effective management of rural planning programs in conformance and compliance with federal and state requirements and TDOT policies.

Promote and encourage the pursuit of excellence in alignment with TDOT's visions. Assist with the development and execution of quality management procedures for rural planning to ensure a high level of quality, achievement, and implementation. Consistently work to improve processes that support quality deliverables.

Qualifications

- Bachelor's degree
- 3 years of demonstrated competency in State and Regional Transportation Planning, Land Use and Community Planning, Public Administration, or a related field

OR

- Master's degree
- 2 years of demonstrated competency in State and Regional Transportation Planning, Land Use and Community Planning, Public Administration, or a related field

Ideal Candidate

The Rural Planning Organization Senior Technical Specialist is highly organized and detail oriented. They possess excellent communication and interpersonal skills and coordinate with multiple stakeholders effectively. They are committed to fostering collaboration and promoting transparency and thrive in a dynamic, team-oriented environment. The RPO Senior Technical Specialist brings a passion for advancing sustainable, equitable, and efficient transportation systems. They understand that the best outcomes are achieved through collective effort and effective communication.