

## 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.



### **Rural Planning Organization Team Lead**

Planning Division – Community Transportation Planning Section  
Nashville, TN  
\$103,848 annually

#### **Job Overview**

The Rural Planning Organization (RPO) Team Lead will manage, mentor, and train the Community Transportation Planning RPO Team 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 while ensuring the availability of resources for the Community Transportation RPO Planning Team to be successful.

The RPO Team Lead, through a continuing, cooperative, and comprehensive performance-based statewide multimodal transportation planning process, will lead the development and implementation of departmental policies, discipline-specific technical guidance, procedures, and manuals related to community transportation planning for incorporation into TDOT's programs and projects. This position will ensure the implementation of the quality assurance program to achieve program efficiency and effectiveness. The RPO Team Lead will supervise technical staff and implement performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The RPO Team Lead will research national best practices to drive innovation and efficiency within the Community Transportation Planning RPO Team.

#### **Essential Job Responsibilities**

Manage resources and staff utilization and assist the RPO Team so they can perform their roles effectively and efficiently, optimizing the Team's ability to successfully administer non-metropolitan transportation planning processes.

Lead RPO Program Oversight and performing liaison duties between local agencies, the Federal Highway Administration (FHWA) and TDOT including coordinating the review of local agency transportation planning studies; assist in developing RPO Work Programs and Rural Regional Transportation Plans; disseminate federal discretionary grant program information; provide funding information to local agencies for projects that have been programmed in the Statewide Transportation Improvement Program (STIP); respond to all planning-related inquiries from local agencies; coordinate the development of Corridor Management Agreements; serve on RPO Boards and RPO Technical Committees; and present information at RPO Board and other local meetings.

Connect and engage with external partners, including developing and advising on internal/external contract scopes of work, negotiating contracts/grants, reviewing

consultant contract/grant invoicing, managing contract/grant tasks, and monitoring consultant performance.

Lead the RPO Team in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Establish and ensure there is a direct relationship between quality and work outcomes by developing and implementing quality control and quality assurance processes for the RPO Team with respect to RPO planning activities.

Assist with the management of the policy direction for the RPO Team as part of a matrix structure, creating policies, procedures, guidelines, and performance metrics that support adherence to federal and state requirements, include best practices, and improve planning processes. Assist with the financial performance for the RPO Team 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.

Ensure the RPO Team remains current on national best practices as it relates to non-metropolitan planning processes and procedures; incorporate research, evaluations and implementation of emerging processes and technologies into the Community Transportation Planning responsibilities that will improve efficiency, resiliency, effectiveness, reliability, sustainability, and the safety of Tennessee's transportation network; 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.

Provide oversight in the development of the RPO Team deliverables, and ensure they 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
- 5 years of demonstrated competency in State and Regional Transportation Planning, Land Use and Community Planning, Public Administration, or a related field.

### **Ideal Candidate**

The RPO Team Lead is a distinguished expert in developing and managing innovative planning programs. They excel in communication and collaboration with stakeholders at all levels to implement forward-thinking solutions. The RPO Team Lead is a skilled communicator, they build strong relationships with leadership and team members, and provide clear guidance on best practices and regulatory compliance. Their strategic insight enables them to identify and address challenges effectively, ensuring proactive planning for future advancements and making them a vital asset in advancing community transportation initiatives.