

## 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.



### **Program Development Technical Coordinator 1**

Planning Division – Community Transportation and Program Development Section  
\$61,428 annually

#### **Job Overview**

The Program Development Technical Coordinator 1 supports the Department's mission to deliver a safe, reliable, and multimodal transportation network. Under the direction of the Planning Division Director, this position plays a key role in supporting the development of the Statewide Long-Range Transportation Plan (SLRTP), assists with the coordination of the Statewide Transportation Improvement Program (STIP) documents and the development and maintenance of Standard Operating Procedures, and collects, organizes, and summarizes system data to support corridor and congestion studies, other strategic planning initiatives by maintaining organized records and a database for key personnel.

The Program Development Technical Coordinator 1 assists the Program Development staff by coordinating project activities, summarizing data for analysis, preparing materials for compliance reviews, and supporting deliverable development to support alignment with applicable federal and state requirements. The position regularly supports Program Development staff in collaboration with Metropolitan Planning Organizations (MPOs), Transportation Planning Organizations (TPOs), Rural Planning Organizations (RPOs), Federal agencies, local governments, consultants, other stakeholders, and other TDOT Divisions to integrate long-range and near-term planning. The Program Development Technical Coordinator 1 provides exceptional customer service to internal and external partners and collaborates effectively as part of a matrix organization to advance Tennessee's transportation planning priorities.

#### **Essential Job Responsibilities**

Assists with the development and update of the SLRTP, STIP, and other statewide planning studies. Support tracking of project schedules, budgets, and deliverables, and assist with invoicing. Assist in preparing and organizing documents to support Program Development staff in verifying alignment with applicable Federal and State transportation requirements and Quality Assurance Program standards.

Assist the Program Development staff in coordinating planning activities with MPOs, TPOs, RPOs, local governments, other stakeholders, and the public to gather input on statewide and regional transportation priorities, project concepts, and program updates. Supports the facilitation of regular meetings and workshops for Planning Division staff.

Assist in the development and implementation of public involvement plans and outreach materials that meet or exceed Federal and State requirements for transparency, accessibility, and inclusivity. Assist with preparing presentations, fact

sheets, and other resources to inform and gather feedback from the public, in support of Program Development staff, ensuring engagement efforts reach underserved, rural, and traditionally marginalized communities in compliance with Title VI and ADA requirements. Provide support for stakeholder outreach by responding to inquiries, organizing events, and assisting with training or peer exchange sessions.

Assist Program Development staff who work closely with partners and consultants to confirm information is accurate and consistent across statewide and regional plans. Assist with tracking STIP and TIP amendment requests, maintaining documentation, and preparing materials for Program Development staff to use in review and federal coordination. Assist Program Development staff by organizing documentation and tracking deadlines related to the State Planning and Research (SPR) Program, including materials used in Work Program submissions and annual performance reporting.

Provide exceptional customer service to project stakeholders by facilitating the sharing of project information that is organized and understandable to technical staff and the general public. Exercise effective listening skills, provide prompt responses, and communicate clearly to promote transparency, responsiveness, and accountability.

Support Program Development Section in applying policies, standards, guidance, and a data management system that promotes statewide uniformity and consistency of the Program Development Section's deliverables. Assist with applying and supporting records retention policies for use and compliance with Records Disposition Authorization (RDA) requirements.

Assist the Program Development staff with research to support implementing emerging processes, procedures, and technologies that improve the efficiency, effectiveness, reliability, sustainability, and safety of TDOT's transportation network. Stay current on national best practices, regulatory changes, and peer agency innovations, and perform all other required technical duties for the Program Development Section.

### **Qualifications**

- Associate or Bachelor's degree
- 3 years of demonstrated competency in public or business administration, accounting, finance, transportation planning or engineering, project delivery, transportation funding, project or program management, or a related technical discipline

### **OR**

- High school diploma or equivalent
- 5 years of demonstrated competency in public or business administration, accounting, finance, transportation planning or engineering, project delivery, transportation funding, project or program management, or a related technical discipline

### **Ideal Candidate**

The Program Development Technical Coordinator 1 is a collaborative, detail-oriented individual with strong organizational, analytical, and communication skills. They are able to multi-task and communicate effectively with internal and external customers and stakeholders involved in the TDOT transportation planning process. They excel at balancing multiple priorities in a dynamic environment, supporting transparent and inclusive decision-making processes, and producing high-quality, compliant deliverables.