

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 Senior Technical Specialist

Planning Division – Statewide Planning and Program Development Section
Nashville, TN
\$75,204 annually

Job Overview

The Program Development Senior Technical Specialist serves as the subject matter expert for transportation work programs. This position is responsible for managing the State's planning work programs and providing comprehensive, coordinated, and actionable roadmaps for delivering infrastructure projects that meet state and regional needs and comply with federal requirements.

The Program Development Senior Technical Specialist position requires frequent collaboration with TDOT Divisions and Regions, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and various local, regional, and state agencies. This position must effectively articulate road inventory concepts through training, mentoring, and collaborating as part of a matrix organization.

Essential Job Responsibilities

Assist the Program Development Team Lead with managing the State Planning and Research (SPR) Work Program in coordination with all Divisions of the Bureau of Planning, FHWA and FTA, Metropolitan Planning Organizations (MPO), Rural Planning Organizations (RPO), transit agencies, and local governments.

Manage external partners and assist with development and review of contract scopes of work, negotiating contracts/grants, reviewing consultant contract/grant invoicing, managing contract/grant tasks, and completing consultant grading in association with the State Planning & Research (SPR) Work Program.

Implement quality control and quality assurance processes related to the financial management of the SPR Work Program and associated activities.

Assist with the development of the Statewide Transportation Improvement Program (STIP) in coordination with the FHWA and FTA, TDOT Divisions and Regions, MPOs, RPOs, transit agencies, and local governments by visiting MPOs and RPOs annually to discuss projects and priorities.

Amend and/or modify the STIP as needed by coordinating changes with the MPOs, federal agencies, and the RPOs, and advertise the amendment process in accordance with federal requirements.

Review Transportation Improvement Programs (TIPs) submitted by the MPOs to ensure they are properly formatted, are fiscally constrained and include all required information. Coordinate the TIP review with other TDOT Divisions before submitting it to FHWA for a formal review. Upon receipt of comments from the FHWA, coordinate with the MPOs and other TDOT Divisions to ensure comments are addressed when the TIPs are resubmitted as final. Amend and/or modify the TIP as needed by coordinating changes with the MPOs, other TDOT Divisions, and the FHWA in accordance with federal requirements.

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

Provide exceptional customer service to both internal and external customers by exercising effective listening skills and providing prompt responses.

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

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

Qualifications

- Bachelor's degree
- 3 years of demonstrated competency in State and Regional Transportation Planning, Public Administration, Business Administration, Accounting, Finance, Economics, or a related field

OR

- Master's degree
- 2 years of demonstrated competency in State and Regional Transportation Planning, Public Administration, Business Administration, Accounting, Finance, Economics, or a related field

Ideal Candidate

The Program Development Senior Technical Specialist possesses exceptional organizational and communication skills. They are good collaborators and excel at managing complex, multi-stakeholder initiatives; and can coordinate with diverse partners. They thrive in dynamic, detail-oriented environments that require balancing technical precision with strategic problem-solving. The Program Development Senior Technical Specialist has a strong understanding of applicable federal, state, and local policies, procedures, and programs; and is committed to delivering high-quality results and takes a proactive approach to stakeholder engagement, project prioritization, and program implementation, ensuring transportation programs and projects are well-coordinated, transparent, comply with federal requirements, and aligned with long-term state, regional, and local goals.