

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 Specialist

Planning Division – Statewide Planning and Program Development Section
\$60,600 - \$70,680 annually

Job Overview

The Program Development Technical Specialist supports the Planning Division by assisting with the preparation and updating of TDOT's transportation work programs. This position is responsible for supporting the development and update of the Statewide Transportation Improvement Program (STIP), including coordinating with the Metropolitan Planning Organizations (MPOs), TPOs (Transportation Planning Organizations), RPOs (Rural Planning Organizations), the TDOT Office of Community Transportation (OCT), and other TDOT Division to incorporate the Transportation Improvement Plans (TIPs).

The Program Development Technical Specialist is responsible for implementing and maintaining statewide policies, procedures, and direction in cooperation with federal and state agencies, TDOT Regions, and local governments to ensure continuous and effective administration of the statewide, nonmetropolitan, and metropolitan transportation planning and programming processes. The Program Development Technical Specialist is responsible for providing comprehensive financial oversight, including the administration of contracts and grants to ensure compliance with applicable federal and state regulations and funding requirements. Duties include developing and monitoring budgets, processing invoices, and tracking expenditures against funding sources to maintain alignment with approved allocations. This role also involves coordinating with internal and external stakeholders to set up funding, manage financial reporting, and support audit readiness by maintaining thorough documentation and financial records.

This position supports the Department's transportation planning efforts to identify transportation needs statewide through data analysis and engagement with communities to obtain input on transportation investments. The Program Development Technical Specialist assists in implementing the Quality Management Program as part of the Planning Division's activities to eliminate rework and manage risk. This position must effectively coordinate with internal teams and external stakeholders to receive project input and to provide project information as part of a matrix organization to facilitate a consistent and effective project prioritization and selection process. Provide exceptional customer service by exercising effective listening skills, providing timely responses, and maintaining clear communication.

Essential Job duties of Technical Specialist I, II, and III include:

Assist in developing and updating the Statewide Transportation Improvement Program (STIP) by accurately applying federal and state requirements and processes, and by coordinating effectively with federal agencies, TDOT Regions, MPOs, TPOs, RPOs, and local governments to receive and incorporate TIPs. Review and confirm that the STIP remains financially constrained in non-attainment and maintenance areas in accordance with federal requirements. Assist with administering the contracts and grants that flow through the Planning Division for the MPOs and RPOs. Support financial tracking and reconciliation for federal and state-funded projects in the State Planning and Research Work Program, ensuring timely and accurate processing of contracts and invoices, and alignment with procurement requirements and funding sources.

Review the MPOs, TPOs, and RPOs TIPs to confirm they have been prepared in the proper format, include all required information, and are fiscally constrained. Process MPO, TPO, and RPO TIP amendments, including the resulting amendments to the STIP. Coordinate with the TDOT Regions as needed to facilitate the timely review and approval of STIP and TIP amendments with the Federal Highway Administration (FHWA).

Coordinate within the Statewide Planning and Program Development Team and among the TDOT Regions to effectively integrate work program project planning and long-range planning activities, ensuring the ongoing consistency between the STIP and the Statewide Long-Range Plan.

Support the Statewide Planning and Program Development Team's efforts to improve the FHWA compliance audit results by remaining current on and accurately applying the federal regulations, procedures, and processes that govern the statewide transportation planning process and the development work plans.

Provide exceptional customer service to project stakeholders by facilitating the sharing of project information that is organized and understandable to both technical staff and the general public. Exercise effective listening skills, provide prompt responses, and communicate effectively. Promote transparency, responsiveness, and clarity by removing barriers to communication and maintaining well-organized documentation.

Implement policies, standards, guidance, and a data management system that promotes statewide uniformity and consistency of Planning and Program Development Section deliverables. Apply records retention policies to ensure compliance with Records Disposition Authorization (RDA) requirements.

Research and apply emerging processes, procedures, and technologies that improve the efficiency, effectiveness, reliability, sustainability, and safety of TDOT's transportation network. Remain current on national best practices, regulatory changes, and peer agency innovations.

Additional Job duties for the Technical Specialist II and III include:

Perform consultant prequalification, assist in the selection process, review and process consultant invoices, and complete performance assessments.

Contribute to the development and implementation of policies for consultant submittal requirements and ensure compliance with federal and state procurement regulations.

Additional Job Duties for the Technical Specialist III include:

Provide training to headquarters and region leadership and staff on planning requirements, analysis, and documentation.

Facilitate routine collaboration to discuss trends, share lessons learned, and promote consistency and best practices across statewide planning activities.

Qualifications

TDOT Technical Specialist I

- Bachelor's Degree

TDOT Technical Specialist II

- Bachelor's Degree
- 1 year of demonstrated competency in Transportation Planning, Business Administration, Accounting, or a related field.

TDOT Technical Specialist III

- Bachelor's Degree
- 2 years of demonstrated competency in Transportation Planning, Business Administration, Accounting, or a related field.

The Tennessee Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, and all other appropriate factors, including business needs. Within 6 months of hire, employees must demonstrate successful mastery of corresponding work competencies and skill blocks of the Technical Specialist Competency Program for the level of worker for which they were hired. If skills and competencies are not met during that period, the employee can be demoted to the level of worker for which he/she is qualified.

Ideal Candidate

The Program Development Technical Specialist I, II, or III possesses a comprehensive understanding of federal, state, and local policies, procedures, and funding programs related to the State's transportation work program process. They effectively balance the technical skills needed for transportation work plan development and proactive communication and collaboration with internal and external stakeholders at all levels. Their keen attention to detail and follow-up is a crucial aspect of their ability to ensure document accuracy and compliance with Federal and State planning requirements and established processes. They are committed to delivering high-quality results and thrive in a dynamic, team-oriented environment. The Program Development Technical Specialist I, II, or III excels in collaboration and understands that the best outcomes are achieved through attention to detail, exceptional customer service, and proactive, meaningful communication and coordination.