

## 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.



### **Statewide Planning Team Lead**

Planning Division – Statewide Planning and Program Development Section  
Nashville, TN  
\$103,848 annually

#### **Job Overview**

The Statewide Planning Team Lead will lead, mentor, and train the Statewide Planning 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 Statewide Planning Team to be successful.

The Statewide Planning Team Lead will lead the development and implementation of departmental policies, discipline-specific technical guidance, procedures, and manuals related to statewide 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 Statewide Planning Team Lead will supervise technical staff and implement performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The Statewide Planning Team Lead will research national best practices to drive innovation and efficiency within the Statewide Planning Team.

#### **Essential Job Responsibilities**

Manage resources and staff utilization and assist the Statewide Planning Team in performing their roles effectively and efficiently, optimizing the Team's ability to successfully administer statewide planning processes.

Lead the development and assistance of all statewide and TDOT-initiated system and integrated multi-modal transportation plans, including the Statewide Long-Range Transportation Plan (SLRTP), strategic corridor and regional transportation studies, and other statewide policy plans and initiatives. Create frameworks that advance greater alignment of these and other planning activities of TDOT to the goals and strategies of the Statewide Long-Range Transportation Plan.

Manage external partners including developing and advising on contract scopes of work, negotiating contracts/grants, reviewing consultant contract/grant invoicing, managing contract/grant tasks, and completing consultant grading.

Lead the Statewide Planning 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 Statewide Planning Team with respect to statewide planning activities.

Assist with the management of the policy direction for the Statewide Planning 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 Statewide Planning 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 Team remains current on national best practices as it relates to statewide planning processes and procedures; incorporate research, evaluations and implementation of emerging processes and technologies into the Statewide 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 Statewide Planning 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, Public Administration, Business Administration, or a related field.

### **Ideal Candidate**

The Statewide Planning Team Lead is an expert in developing, managing, and administering innovative planning programs. They are natural collaborators working with stakeholders at all levels to support innovative ideas and solutions. The Team Lead is a strong communicator, proficient at seamlessly engaging with leadership and their team. They excel in collaboration, demonstrating the ability to listen attentively, integrate feedback, share information effectively, and provide clear direction on best practices and state and federal regulations. The Statewide Planning Team Lead is essential in pinpointing opportunities to overcome challenges and strategically planning for the future.