

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.



Community Transportation Planning Manager

Planning Division – Community Transportation Planning Section

Nashville, TN

\$110,004 annually

Job Overview

The Community Transportation Planning Manager will lead, mentor, and train the Community Transportation Planning Section Team Leads as well as the section Technical Coordinator 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, when applicable, while ensuring the availability of resources for the Community Transportation Planning Section to be successful.

This position will assist in the development of department policies, discipline-specific technical guidance, procedures, and manuals and assist the Community Transportation Planning Section in producing deliverables and implementing the Quality Assurance Program as part of the Department's Work Program. The Community Transportation Planning Manager will supervise technical staff and will develop performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The Community Transportation Planning Manager will research national best practices to drive innovation and efficiency within each technical unit as part of the Community Transportation Planning Section.

Essential Job Responsibilities

Manage resources and staff utilization to allow the Community Transportation Planning Section to perform their roles effectively and efficiently, optimizing the Team's ability to successfully perform liaison duties between local agencies, TDOT, and the Federal Highway Administration (FHWA), perform stewardship and oversight responsibilities for the federal Metropolitan Planning Organization (MPO) Program and the Regional Planning Organization (RPO) Program, and provide technical support to local governments in developing transportation planning studies and other planning products.

Manage the policy level direction for the Community Transportation Planning Section as part of a matrix structure, creating policies, procedures, guidelines, and performance metrics that seek to develop, implement, and maintain effective local planning, funding, and reporting processes. Develop and manage the financial performance for the Community Transportation Planning Section in alignment with TDOT financial processes to ensure transparency and accountability.

Establish and ensure that there is a direct relationship between quality and work

outcomes by developing and implementing quality control and quality assurance processes for the Community Transportation Planning Section with respect to the administration and support for the development of planning programs, projects, and funding.

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.

Manage external partners including providing leadership, guidance, and direction to the section for developing contract scopes of work, assisting in negotiating contracts, reviewing consultant invoicing, managing contract tasks, and completing consultant grading.

Lead the Community Transportation Planning Section in providing exceptional customer service to both internal and external customers by exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Ensure the section remains current on national best practices as it relates to the Community Transportation Planning programs; incorporate research, evaluations and the implementation of emerging technologies into the Community Transportation Planning programs to improve efficiency, resiliency, effectiveness, reliability, sustainability, and the safety of Tennessee's transportation network; and 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.

Assist in ensuring the Community Transportation Planning Section deliverables 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
- 8 years of demonstrated competency in State and Regional Transportation Planning, Land Use and Community Planning, Public Administration, or a related field, that includes 2 years of demonstrated competency in supervision.

Ideal Candidate

The Community Transportation Planning Manager is skilled in analyzing transportation/census data and trends to formulate effective strategies for improving mobility and accessibility. They leverage their expertise to integrate sustainable transportation solutions and enhance overall transportation infrastructure. Effective communication and leadership skills enable them to engage stakeholders and facilitate consensus-building processes. The Community Transportation Planning Manager plays a pivotal role in shaping the future of transportation within a community, striving to create more efficient, equitable, and sustainable transportation systems.