

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 Specialist
Planning Division – Statewide Planning Section
Nashville, TN \$102,828 annually

Job Overview

The Statewide Planning Specialist will work alongside the Statewide Planning Section Manager and Statewide Team Lead to develop work plans that align with TDOT's strategic vision.

The Statewide Planning Specialist will lead the development and implementation of departmental policies, procedures, and manuals related to statewide planning for incorporation into TDOT's programs and projects. The Statewide Planning Specialist will research national best practices to drive innovation and efficiency within the Statewide Planning Team.

Essential Job Responsibilities

Assist in the development 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. Serve as a coordinator for Planning and Environmental Linkage (PEL) Studies when appropriate. 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.

Monitor and adjust planning programs to ensure timeliness, relevancy, and accuracy in addressing current and future transportation needs.

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.

Provide 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.

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.

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 Specialist has expertise in developing, managing, and administering innovative planning programs. They are a strong communicator, proficient at seamlessly engaging with leadership and their team members. 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. They thrive in environments that require stakeholder engagement and collaboration across multiple levels of government and agencies.