

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.



Federal Aid Senior Technical Specialist Program Operations Division – Federal Aid-Funding Section \$75,204 annually

Job Overview

The Federal Aid Senior Technical Specialist serves as a strategic advisor to the Federal Aid Funding Section, Project Teams, and Divisions, offering expert guidance on the effective use of federal funds in alignment with applicable funding requirements. This role supports the advancement of TDOT's transportation network by ensuring fiscal compliance and maximizing funding impact across programs and projects. This position supports the development, management, and facilitation of methodologies, tools, and guidelines for implementing a Quality Assurance process that mitigates risk, drives performance, and ensures compliance with state and federal requirements. The Federal Aid Senior Technical Specialist contributes to the creation and refinement of Program Operations systems, processes, and procedures through interagency coordination and best practices implementation.

This position supports the implementation of departmental policies, methodologies, tools, training, and procedures to assist the Federal Aid Team in tracking federal obligations and expenditures, ensuring timely receipt of required FHWA authorizations, and contributing to the development of the annual financial plan. It plays a key role in aligning State and Federal financial obligations with funding requirements, promoting accountability for projects that enhance TDOT's transportation network. The Federal Aid Senior Technical Specialist position requires frequent collaboration with the TDOT Finance Division and Regions, Federal Highway Administration (FHWA), and applicable local, regional, and state agencies. This position must effectively articulate funding concepts through training, mentoring, and collaborating as part of a matrix organization.

Essential Job Responsibilities

Support the Program Operations Division in identifying financial risk and collaborating with Divisions and Regions to monitor balances and maintain oversight of TDOT's obligating authority. Actively monitor TDOT's letting plan to ensure projects remain on schedule and all required federal authorization documentation is submitted by federally mandated deadlines.

Support the Federal Aid Funding Manager in delivering federal aid funding services across TDOT by coordinating with internal disciplines on funding strategies and

obligation authorities related to the letting schedule and applicable standards.

Promote a culture of excellence in federal aid management by advancing quality-focused practices that align with TDOT's strategic vision and federal program expectations. Support the development, implementation, and continuous refinement of quality assurance procedures specific to planning and programming activities governed by FHWA requirements. Ensure federally funded projects meet standards for eligibility, fiscal constraint, and timely obligation by contributing to the production of high-quality, audit-ready documentation and program deliverables.

Coordinate with Project Teams to ensure all phase authorizations are completed for both state-managed and locally managed federal projects, track and reconcile funding activities in the Federal Management Information System (FMIS), complete project closeout, and identify and mitigate risk by addressing funding concerns that could impact project outcomes for those projects having the highest degree of risk to the Department. Produce funding and expenditure studies and analyses within the project's scope, schedule, and budget as part of a matrix organization. Review funding analyses and work with the Federal Aid Funding Manager to exercise federal obligating authority and authorize all state and federal funds before awarding projects.

Manage external partners and support the development, negotiation, and oversight of contracts in coordination with the Program Operations Division. Assist in drafting and reviewing scopes of work, negotiating terms, evaluating consultant invoices, monitoring task completion, and conducting consultant performance evaluations in accordance with TDOT procedures.

Collaborate across disciplines to resolve funding-related challenges, streamline processes, and incorporate innovations that improve program efficiency and accountability. Support the enhancement of internal tools and methodologies used to manage the Statewide Transportation Improvement Program (STIP), track federal obligations, and align funding allocations with approved project schedules, financial plans, and applicable state and federal policies.

Provide responsive, high-quality service to federal and state partners by promoting fiscal accountability, maintaining transparency, and supporting the uninterrupted flow of federal funds. Foster strong working relationships by exercising active listening, communicating clearly and professionally, and responding to inquiries in a timely and accurate manner. Ensure that all interactions and transactions are documented thoroughly and reflect a commitment to collaboration, compliance, and customer-oriented service delivery.

Actively monitor changes in federal transportation legislation, guidance from FHWA, and regional planning initiatives that impact TDOT's planning and programming activities, obligation authority, apportionments, and performance-based planning requirements. Assess the implications of federal regulatory updates, funding notices (NOFOs), and rulemakings to ensure TDOT's policies, procedures, and program documentation remain compliant and responsive.

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 Federal Aid 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 Federal Aid 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.