

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.



Appropriations Senior Technical Specialist Program Operations Division – Project Appropriations Section \$75,204 annually

Job Overview

The Appropriations Senior Technical Specialist serves as the subject matter expert for the Project Appropriations Section. This position is responsible for assisting with and managing the Department's policies, methodologies, tools, resources, procedures, relevant training, governance, and manuals, to ensure work products and services required to manage and report on the flow of state and federal funds.

The Appropriations Senior Technical Specialist position requires frequent collaboration with TDOT Finance Division and Regions, Federal Highway Administration (FHWA), and various local, regional, and state agencies. This position must effectively articulate the flow of state and federal funds through training, mentoring, and collaborating as part of a matrix organization.

Essential Job Responsibilities

Implement the development of standards for the Program Operations Division by establishing a direct relationship between quality and work outcomes and ensuring adherence to the division's Quality Assurance processes.

Implement and manage the development of revisions to policies, procedures, reports, agreements, training, performance dashboards, standards, and guidelines related to the Fiscal Management Information Systems (FMIS) in delivering the Department's Work Program by tracking state and federal fund balances, maintaining records, and guidelines related to funding and obligating authority as it relates to letting schedules and other applicable standards and quality management components.

Assist with the development of funding and obligating authority levels, FMIS balances, and financial analyses of work products and services that are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success, including tracking federal obligations and expenditures for FHWA.

Assist with the Annual Financial Plan, Disadvantaged Business Enterprise (DBE) monthly report, Bridge Credit report, and other reports and programs overseen by the Project Appropriations Section.

Assist the Division Director, Manager, and Team Lead in the development and delivery of financial processes training and technical guidance that addresses acquired

knowledge and risk management, inspiring new program and project processes, procedures and emerging technologies, and developing skills. Provide expertise, training, and mentoring to TDOT staff regarding Program Operations Divisions procedures issues and considerations.

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.

Promote and encourage the pursuit of excellence in alignment with TDOT's visions. Assist with the development and execution of quality management procedures for project appropriation activities to ensure a high level of quality, achievement, and implementation. Consistently work to improve processes that support quality deliverables.

Remain current with national and regional applicable planning and programming initiatives and trends. Research and implement emerging processes, procedures, and technologies that improve the effectiveness and reliability of programming and tracking funding used to improve TDOT's transportation network.

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 Appropriations 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. They demonstrate emotional intelligence, adaptability, and a proactive mindset, driving innovative solutions and inspiring their team. The Project Appropriations 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.