

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.



Federal Aid Team Lead

Program Operations Division – Federal Aid Section
Nashville, TN
\$103,848 annually

Job Overview

The Federal Aid Team Lead will lead, mentor, and train the Federal Aid Team through empowerment, communication, and delegated authority. This position will implement work plans that align with the strategic vision of the Federal Aid Section, delegate authority and responsibility as needed, and ensure the necessary resources are available to support the success of the Federal Aid Team.

This position will implement Department policies, methodologies, tools, resources, procedures, relevant training, governance, and manuals to lead and assist the Federal Aid Team in producing work products and services required to track federal obligations and expenditures for the Federal Highway Association (FHWA), all federal documentation for authorization is received by federally required deadlines, and assist with the annual financial plan.

The Federal Aid Team Lead will supervise technical staff and implement performance plans, schedules, and budgets, ensuring each team member's expected outcomes, performance, and accountability. The Federal Aid Team Lead will research national best practices within the Federal Aid Team and report and recommend ideas that drive innovation and efficiency.

Essential Job Responsibilities

Manage resources and staff utilization to allow the Federal Aid Team to perform their roles effectively and efficiently, optimizing the Team's ability to address unanticipated challenges successfully and to deliver Federal Aid services to TDOT, including but not limited to, tracking federal obligations and expenditures for the Federal Highway Association (FHWA), ensuring all federal documentation for authorization is submitted by the federally required deadlines, and assist with the annual financial plan.

Support 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.

Manage change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold yourself and others accountable throughout the process.

Lead the Federal Aid Team in providing exceptional customer service to internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Guide the development and implementation of revisions to policies, procedures, reports, agreements, training programs, performance dashboards, standards, and guidelines related to federal obligations and expenditures, TDOT's Letting Plan, federal documentation, inactive federal obligations, and quality management components. Oversee the preparation of the Annual Financial Plan and exercise federal obligating authority after review to allow authorization of all state and federal funds before project awards. Monitor daily fund balances and components for complex projects with the highest degree of risk. Assist with the review of state and federal funds, process and compliance reviews, tracking of federal obligations and expenditures, Preliminary Engineering authorizations for state-managed federal projects, and conduct Risk Assessments.

Provide input on national best practices related to federal obligation levels, tracking of federal fund expenditures and inactive obligations for TDOT employees and contractors; incorporate research, evaluations, and implementation of emerging technologies; and integrate statutory and regulatory requirements into TDOT's guidance documents, processes, and procedures.

Guide the development and implementation of technology in partnership with the TDOT Information Technology Division, ensuring program success while adhering to Federal and State Federal Aid laws, regulations, policies, and standards.

Provide oversight in the development of annual federal obligation and inactive obligations reports, County Obligation Reports, and Project Spreadsheets by category 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.

Qualifications

- Bachelor's degree
- 5 years of demonstrated competency in business administration, accounting, or related field

Ideal Candidate

The Federal Aid Team Lead is a collaborative and detail-oriented professional who thrives in managing complex systems and processes. They possess strong analytical skills, allowing them to approach challenges methodically while maintaining a strategic vision. With exceptional communication and interpersonal abilities, they build trust and foster collaboration across diverse teams and stakeholders. The Federal Aid Team Lead is adaptable, innovative, and committed to continuous learning, ensuring the position remains aligned with evolving best practices and regulations. They have a high degree of accountability, self-motivation, and a passion for delivering results that uphold the integrity and efficiency of federal aid processes.