

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.



Project Appropriations Team Lead

Program Operations Division – Project Appropriations Section
Nashville, TN
\$103,848 annually

Job Overview

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

This position will implement Department policies, methodologies, tools, resources, procedures, relevant training, governance, and manuals to lead and assist the Project Appropriations Team in producing work products and services required to manage and report on the flow of state and federal funds.

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

Essential Job Responsibilities

Manage resources and staff utilization to allow the Project Appropriations Team to perform their roles effectively and efficiently, optimizing the Team's ability to address unanticipated challenges successfully and to deliver Project Appropriations services to TDOT, including but not limited to, financial processes to ensure transparency and accountability, coordination during the development of Program Operations Division procedures, tracking of state and federal funds in the delivery of the Department's Work Program.

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 Project Appropriations 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 the policies, procedures, reports, agreements, training, performance dashboard, 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; perform the funding and expenditure studies and analyses within complex projects having the highest degree of risk; assist with the review of financial analysis documents; and assist with Risk Assessments.

Provide input on national best practices related to state and federal funding and obligating authority 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 Project Appropriations laws, regulations, policies, and standards.

Provide oversight in the development of funding and obligating authority levels, FMIS balances, state and federal fund tracking, 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.

Qualifications

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

Ideal Candidate

The Project Appropriations Team Lead is a collaborative, forward-thinking professional who thrives in dynamic environments. They excel in problem-solving, foster strong stakeholder relationships, and balance meticulous attention to detail with a strategic perspective. They demonstrate emotional intelligence, adaptability, and a proactive mindset, driving innovative solutions and inspiring their team. With a dedication to continuous learning and exceptional customer service, they embody TDOT's values of integrity, accountability, and teamwork, contributing to a positive and results-driven workplace.