

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.



Strategic Planning Specialist

Strategic Planning Division

Nashville, TN

\$47,496 - \$55,404 annually

Job Overview

The Tennessee Department of Transportation is currently seeking a motivated, enthusiastic professional to join the Strategic Planning Division (SPD). SPD assists in advancing TDOT's commitment to excellence by providing organizational, strategic, and business planning improvement support services to TDOT staff.

The Strategic Planning Specialist will oversee performance measurement for TDOT and the Strategic Planning Division. Additionally, this position will learn to lead the annual operational planning process. In this capacity, the selected individual will be responsible for working with senior leaders to develop the departmental Customer Focused Government (CFG) plan which includes identification of Key Performance Indicators, targets, benchmarks, and milestones as well as monitoring plan progress. This position will also maintain and make routine updates to the department's internal reporting documents and dashboards which provide support to senior leaders.

This position requires a collaborative spirit, a learning/improvement mindset, and the ability to influence others. The selected candidate should possess critical thinking skills and the ability to work independently, making decisions in situations that lack certainty.

Essential Job Responsibilities

Performance Measurement

- Monitors performance related to annual CFG plan, Stewardship and Oversight Agreement with Federal Highway Administration, and targets set in compliance with FHWA's Transportation Performance Measures.
- Leads performance measure data collection and documentation; helps prepare reports, dashboards, and presentations to communicate performance to internal and external audiences.
- Monitors performance related to annual CFG plan, Stewardship and Oversight Agreement with Federal Highway Administration, and targets set in compliance with FHWA's Transportation Performance Measures.
- Leads performance measure data collection and documentation; uses Microsoft 365 tools and Power BI to prepare reports, dashboards, and presentations to communicate performance to internal and external audiences.

- Maintains process documents detailing specific information related to any performance measures that are publicly reported; may also maintain documentation for significant internally-reported performance measures.

Strategic and Operational Planning

- Leads the process for updating the annual operational plan; aligns the plan to support achievement of strategic objectives, works with senior leaders to pursue goals, objectives, key performance indicators, initiatives, and milestones.
- Participates in the development of the Department's strategic plan and helps to monitor implementation of strategic objectives.
- Keeps updated on performance trends within the transportation industry including monitoring performance for other state DOTs to be utilized in benchmarking activities.
- Supports process improvement by supplying data and looking for performance gaps that may be suitable candidates for improvement activities.

Cross-Training and Other Duties

- Acts as an integrated part of the Division of Strategic Planning by effectively communicating with other team members, sharing and receiving information and job knowledge to ensure cross-training, assisting with the division's workload as needed and striving to maintain a harmonious work environment.

Qualifications

Bachelor's degree in public administration, business, mathematics, statistics or other related degrees plus 1 year of full-time professional planning work or a Master's degree.

Proficiency working with Microsoft Office 365 is preferred.

This position will require occasional statewide travel.

This position will also require application to the board of examiners for the Tennessee Center for Performance Excellence.