

## Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking.

The Department of Transportation (TDOT) has close to 4,100 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is located in downtown Nashville.

## What we do:

The Tennessee Department of Transportation (TDOT) provides citizens and travelers of Tennessee with one of the best transportation systems in the country.



## Strategic Planning Specialist (Trainee)

Office of Strategic Planning

Location: Nashville, TN

### Overview

The Tennessee Department of Transportation is currently seeking a motivated, enthusiastic professional to join the Office of Strategic Planning (OSP). OSP assists in advancing TDOT's commitment to excellence by providing organizational strategic and business planning improvement support services to TDOT staff. This position will assist in the tracking and status reporting of progress and measures identified in TDOT Plans to support organizational alignment.

The Strategic Planning Specialist will assist in identifying trends in the transportation industry, governmental operations and regulatory environment to inform strategy development and plan adjustments. This position will also assist team members with strategic initiative implementation. The Office of Strategic Planning is located at TDOT Headquarters in Nashville, TN.

### Responsibilities

Participates in the development of the Department's strategic plan and helps to monitor and implement strategic objectives.

Learns to review and monitor TDOT's current plans, keeping apprised of update cycles and applicable state or federal requirements. Identifies potential collaboration opportunities to ensure consistency between the department's strategic direction and other plan goals, objectives, and targets.

Learns to advise of and translate federal and state trends, regulations, and/or best practices to inform the decision-making process.

Learns to schedule work of project team and/or consultant to ensure timely processing and completion of work.

Assists with performance measure data collection and documentation; helps prepare reports and presentations to communicate performance to internal and external stakeholders.

Networks with internal and external business partners to ensure open dialogues exist and to facilitate coordination and unified effort.

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

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.

## **Qualifications**

Bachelor's degree in community planning, transportation planning, public administration, civil engineering, landscape architecture, or other related bachelor's degrees.

Beginning familiarity with the Baldrige Framework for Performance Excellence preferred

**Applications must be submitted online in order to be considered for the position.**

Interested applications should apply online at: <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>

Questions? Email [TDOT.Careers@tn.gov](mailto:TDOT.Careers@tn.gov)

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.