

Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

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.

For more information on this division, please see link below:



Transportation Program Finance Supervisor (1 Position)

TDOT Multimodal Division Office of Public Transportation

Location: Nashville, TN

Compensation: \$4,975 (min.) to \$6,217 (midpoint) per month

Overview

The Tennessee Department of Transportation is currently accepting applications for **one (1) full-time Transportation Program Supervisor** for the Multimodal Division Office of Public Transportation located at the TDOT Headquarters in Nashville, TN, Davidson County. **The position will be responsible for the following functional areas:**

- Multimodal Administration – Transit Programs Finance Supervisor (one (1) position)

The Multimodal Transportation Division supports mobility for all Tennessee residents through public transportation, bicycling and pedestrian infrastructure, complete streets and transportation demand management. The Division's Office of Public Transportation administers state and federal transit grants, provides compliance oversight, and works in partnership with transit agencies to support ridership, mobility, and accessibility. In this effort, the positions are positioned in the Multimodal Division's Office of Public Transportation with the following responsibilities:

Transit Programs Finance Supervisor: The TDOT Multimodal Division is seeking a qualified, motivated professional with experience in transit and federal and state grants to lead staff and supervise grant administration. This position works towards TDOT's vision to serve the public by providing the best multimodal transportation system in the nation. This position will work in partnership with transit agencies, Federal Transit Administration (FTA), and internal and external partners to supervise transit grants, financial management requirements and policies. The **Transit Programs Finance Supervisor** will oversee up to seven direct reports working on transit grant administrations, specifically in the areas of financial reconciliation, development of transit grant contracts, reimbursement of transit grant invoices, federal financial reporting, and management of consultant contracts to support transit projects.

The position is eligible for Alternative Workplace Solutions (AWS). AWS is an effort by state government to change the way many state employees work. This program creates flexibility and promotes a more efficient work environment. Selected candidate will be eligible to work from home up to three (3) days per week and must report to the office or job site a minimum of two (2) days per week. After a 3 week on-boarding program at the headquarters office for five days, employees will be eligible to work from home or mobile 3 days a week.

Responsibilities

Transit Administration Supervisor

- Reports to Office of Public Transportation – Administration Manager
- Provides leadership in supporting TDOT's transit initiatives through sound financial management practices and grant contract development.
- Oversees staff to manage, reconcile, and expend state and federal transit grants in compliance with state and federal laws and reports to the Federal Transit Administration (FTA) on grant administration.
- Implements goals and guidelines for state transit and mobility funding.
- Tracks federal funding allocations and funds provided to transit agencies to ensure that funds are made available to transit agencies promptly and that the state utilizes available funds efficiently.
- Assists in the completion of annual National Transit Database reporting and data analysis.
- Supervises processes and transit staff responsible for grant administration and commuter programs, including issuing transit program contracts, review and payment of invoices, and tracking state funding commitments and liabilities.
- Assists in ensuring transit agency and grant recipient compliance with state and FTA financial management requirements, including collecting and maintaining required reporting data from transit agencies.
- Manages on-call contract(s) with consulting firms to solicit, evaluate, and deploy assistance in state program administration, policy development and program delivery as needed.
- Facilitates a partnership relationship with transit agencies, assists to provide resources, and provides technical assistance in resolving issues.
- Provides stakeholder outreach on transit financial management issues.
- Implements the staffing plan, develops direct reports, and supports productivity of staff.

Minimum Qualifications

- Graduation from an accredited college or university with a bachelor's degree
- Experience equivalent to three years of full-time professional work in one of the following areas
 - Monitoring or overseeing programs or related projects to determine compliance with organizational rules, regulations, or related standards;
 - Developing or implementing accounting systems or programs with services covered by organizational rules, regulations, or related standards.
- Substitution of Education for Experience: Possession of a master's degree from an accredited college or university may substitute for the required experience to a maximum of two years.

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>

Select **TRANS PROGRAM SUPERVISOR**

Job Posting Title: TRANS PROGRAM SUPERVISOR

Job Opening ID: 43676

Questions? Email 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.