

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 Monitor 1* (4 Positions)

TDOT Multimodal Division Office of Public Transportation

Location: Nashville, TN

Compensation: \$3,365 (min.) to \$5,385 (max.) per month

Overview

The Tennessee Department of Transportation is currently accepting applications for **four (4) full-time Transportation Program Monitor 1*s** for the Multimodal Division Office of Public Transportation located at the TDOT Headquarters in Nashville, TN, Davidson County. **The positions will be responsible for the following functional areas:**

- Multimodal Oversight – Procurement (one (1) position)
- Multimodal Administration – Contract Administration (one (1) position)
- Multimodal Oversight – Oversight (two (2) positions)

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 focused in the Multimodal Division's Office of Public Transportation with the following responsibilities:

- 1. Oversight – Procurement:** maintain and update the Multimodal procurement transaction oversight workflow process; review and provide oversight of grantee procurement transactions using state and federal grant fund contracts.
- 2. Administration – Contract Administration:** work with TDOT legal division to administer the preparation of state and federal grant fund contracts for grantee agencies that provide transit services; work with TDOT finance division to manage and prepare the contract transaction within the state's Enterprise Resource Planning (ERP) system (Edison).
- 3. Oversight:** provide compliance oversight of grantee contract operations and use of assets; meet with grantees to provide monitoring reviews to meet requirements of state and federal monitoring regulations.

These positions start as a Transportation Program Monitor 1 and flex to Transportation Program Monitor 2 after one year of service with good performance.

These four (4) positions are 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 candidates 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

Oversight – Procurement

- Reports to Office of Public Transportation – Oversight Manager
- Ability to learn how to
 - Maintain and administer procurement process and update process when new regulations or funding legislation changes are announced
 - Work with grantees to receive and review procurement transactions for state and federal regulation compliance, document compliance with monitoring review check lists
 - Provide grantees with technical assistance, meet with grantees regarding procurements as needed
 - Work with consultants that assist with procurement transaction review
 - Issue letters to proceed for stages of procurement
 - Track the procurement process to stay current with status of procurements in process with grantees
 - Participate in weekly contract and invoice meeting to provide updates on grantee procurements in process that will be used in contract budgets or for future grant program reimbursements
 - Administer and integrate construction administration process in procurement process and provide letters to proceed for construction stages
 - Grant administration responsibilities which include grant reconciliation, contract processing, invoice processing, monitoring oversight, expediting processes, and other focused aspects of administrative and compliance responsibilities.
- This position may require some travel to grantee locations

Administration – Contract Administration

- Reports to Office of Public Transportation – Administration Supervisor
- Ability to learn how to
 - Assist in preparation of contract templates for all funding programs on an annual cycle, including drafting of relevant rule exception requests. Seek approval of contract templates from Legal Division
 - Work closely with teammates to verify accurate data entry into contract templates on an ongoing basis with a major focus on attention to detail
 - Prepare and finalize contract drafts, prepare correspondence, and distribute contract materials to partner agencies
 - Assist in set up of projects in financial/accounting software (Edison) as contracts move through approval processes, including setup of Purchase Orders
 - Log data in tracking systems and move files through workflows to initiate processes overseen by other team members, including federal reporting process required within 30 days of contract execution
 - Participate in weekly contract meetings with Office of Public Transportation team to troubleshoot any issues with ongoing contract processes, and provide updates on template/clause changes, Central Procurement Office news & updates, or updated guidance from the Legal Division
 - Assist in the advertisement of task orders to on-call consultants, administer the proposal evaluations process, and communicate with firms to execute task orders and setup the projects in Edison

Oversight

- Reports to Office of Public Transportation – Oversight Supervisor
- Ability to learn how to
 - Administer compliance oversight programs with grantees
 - Responsible for transit agency and grant recipient compliance with state and FTA requirements, including collecting and maintaining required reporting data from transit agencies, and conducting on-site monitoring of grant recipients for compliance.
 - Monitor corrective actions for compliance findings and provides technical assistance to satisfy program and contract rules and regulations
 - Provide continuing controls for asset, equipment, and real property procurement and management
 - Manage grantee documentation in database tracker
 - Facilitate a partner relationship with transit agencies, assists to provide resources and technical assistance in resolving issues.
 - Grant administration responsibilities which include grant reconciliation, contract processing, invoice processing, monitoring oversight, expediting processes, and other focused aspects of administrative and compliance responsibilities.
- This position does require some travel to grantee locations

Minimum Qualifications

- Graduation from an accredited college or university with a bachelor's degree

Applications must be submitted online in order to be considered for the position. Please submit one application for consideration for any or all four (4) of the positions.

Interested applications should apply online at: <https://www.tn.gov/tdot/human-resources-home/tdot-careers.html>
Select **TRANS PROGRAM MONITOR 1***

Job Posting Title: TRANS PROGRAM MONITOR 1*

Job Opening ID: 39782

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.