

## 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:**

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## Transportation Program Monitor 1\* (1 Position)

TDOT Multimodal Division Office of Public Transportation

Location: Nashville, TN

Compensation: \$3,958 (min.) to \$4,958 (midpoint) per month

## Overview

The Tennessee Department of Transportation is currently accepting applications for **one (1) 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 position will be responsible for the following functional areas:**

- Multimodal Administration – Transit Programs Administration (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 focused in the Multimodal Division's Office of Public Transportation with the following responsibilities:

**Administration:** Administers transit grant activities for state and federal grants by working in partnership with transit agencies, Federal Transit Administration (FTA), and internal and external partners. This position focuses on coordinating transit grant funds, including but not limited to: administering grant application cycles, executing annual funding allocations, determining eligibility of program expenses, federal reporting, and tracking the progress of transit grant projects.

The position starts as a Transportation Program Monitor 1 and flex to Transportation Program Monitor 2 after one year of service with good performance.

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 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

### Administration – Transit Program Administration

- Reports to Office of Public Transportation – Transit Programs Manager
- Ability to learn how to
  - Administer grant application cycles and allocation formulas of state and federal funding
  - Provide support to transit agencies and other grant recipients by phone, email, and site visits
  - Coordination of transit and transportation activities, including preparation of grant and subrecipient applications, contracts, projects schedules, progress reports, technical reports, and invoice reimbursement requests
  - Prepare program contract documentation for development of contract drafts, correspondence, and to be distributed to partner agencies, to execute contracts
  - Review and determine eligibility of submitted financial documentation in support of grantee activities and invoice reimbursement requests
  - Monitor and reconcile program allocations and obligations for statewide management of program funds
  - Work closely with consultants to deliver transit projects and support transit program administration functions.

## 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.**

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:** 43831

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.