

## 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:

[Local Programs](#)



## **Transportation Program Monitor 1\* (5 Positions)**

TDOT Local Programs Development Office

Location: Nashville, TN

Compensation: \$3,998 (min.) per month starting salary

### Overview

The Tennessee Department of Transportation is currently accepting applications for five (5) full-time Transportation Program Monitor 1\*s for the Local Programs Development Office located at the TDOT Headquarters in Nashville, TN, Davidson County. The positions will be responsible for the following functional areas:

- Contract Administration and Oversight of Locally Managed Projects (4 Positions)
- Reimbursement of Invoices for Locally Managed Projects (1 Position)

The Local Programs Development Office assists local governments with administering state and federal aid projects. Types of projects administered in Local Programs include projects such as roadway resurfacing, greenways, signalization of intersections, and bridge replacements. These projects must follow the Local Government Guidelines Manual. In this effort, the positions are focused on the Local Program Development Office with the following responsibilities:

Contract Administration and Oversight –Monitoring transportation programs and providing oversight of contract agencies receiving federal and/or state funds

Reimbursement of Invoices – Receiving, reviewing, and entering invoice information into databases to be reviewed and paid to local agencies

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

These five (5) 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 may be eligible to work from home up to four (4) days per week and must report to the office or job site a minimum of one (1) day per week following an initial training period that requires reporting to the office daily.

## Responsibilities

### Oversight – Locally Managed Projects

- Responsible for the monitoring and analysis of procedural and regulatory requirements, including funding, for transportation programs
- Ability to learn how to:
  - o Perform monitoring and analysis of procedural and regulatory requirements, including funding, for complex transportation programs
  - o Explain project specific procedures and regulations to the general public, persons in other departments or divisions, local governments, or outside organizations and representatives as required
  - o Determine if the activities of a program are allowed under particular program regulations, laws and provisions of the contract or grant agreement, and if the program goals, objectives and strategies are being met
  - o Explain departmental policies and procedures, interpret rules and regulations to internal and external customers to ensure consistency of information
  - o Analyze information and evaluate results to choose the best solution and solve problems
  - o Work with subrecipients to receive and review documentation for state and federal regulation compliance, document compliance with monitoring review check lists
  - o Provide subrecipients with technical assistance, meet with subrecipients regarding procurements as needed
  - o Present and educate contractees at trainings and other forums
  - o Work with consultants that assist with procurement transaction review
  - o Issue letters to proceed for stages of procurement
  - o Track the procurement process to stay current with status of procurements in process with subrecipients
  - o Participate in contract and invoice meetings to provide updates on subrecipient procurements in process that will be used in contract budgets or for future grant program reimbursements
  - o Administer and integrate construction administration process in procurement process and provide letters to proceed for construction stages
  - o Grant administration responsibilities which include grant reconciliation, contract processing, invoice processing, monitoring oversight, expediting processes, and other focused aspects of administrative and compliance responsibilities
  - o Manage grantee documentation electronically
  - o Facilitate a partner relationship with local agencies, assists to provide resources and technical assistance in resolving issues
  - o Learn to identify areas that need to be monitored based on contract requirements, complaints received, previous findings, and other pertinent information to ensure compliance with departmental policies and state and federal laws. Learn to observe operational processes, such as Equal Employment Opportunity (EEO), ADA, and Civil Rights regulations, to ensure compliance with departmental, state, and federal standards
  - o Grant administration responsibilities also include grant reconciliation, contract processing, invoice processing, monitoring oversight, expediting processes, and other focused aspects of administrative and compliance responsibilities.
- This position requires some travel within the State.

## Minimum Qualifications

- Education and Experience: 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.

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: 48798

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.