

Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson.



Program Development Team Lead

Planning Division – Statewide Planning and Program Development Section
Nashville, TN
\$99,456 annually

Job Overview

The Program Development Team Lead will lead, mentor, and train the Program Development Team through empowerment, communication, and delegated authority. This position will develop Work Plans that align with TDOT's strategic vision and will effectively delegate authority and responsibility, while ensuring the availability of resources for the Program Development Team to be successful.

This position will implement department policies, discipline-specific technical guidance, procedures, and manuals to lead and assist the Program Development Team in producing deliverables and implementing the Quality Assurance Program to achieve program efficiency and effectiveness. The Program Development Team Lead will supervise technical staff and implement performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. The Program Development Team Lead will research national best practices to drive innovation and efficiency within the Program Development Team.

Essential Job Responsibilities

Manage resources and staff utilization and assist the Program Development Team to perform their roles effectively and efficiently, optimizing the Team's ability to successfully administer statewide, metropolitan, and non-metropolitan transportation planning and programming processes.

Lead the development, management, and oversight of the State Planning and Research (SPR) Work Program in coordination with all divisions of the Bureau of Planning, the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), Metropolitan Planning Organizations (MPO), Rural Planning Organizations (RPOs), transit agencies, and local governments. In association with the SPR Work Program, manage external partners including developing and advising contract scopes of work, negotiating contracts/grants, reviewing consultant contract/grant invoicing, managing contract/grant tasks, and completing consultant grading. Develop and assist in implementing quality control and quality assurance processes for the Program Development Team related to the financial management of the SPR Work Program and associated activities. Ensure all federal requirements are met in accomplishing these responsibilities.

Lead the development, amendment, and modification of the Statewide Transportation Improvement Program (STIP) in coordination with the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), TDOT

Divisions and Regions, Metropolitan Planning Organizations (MPO), Rural Planning Organizations (RPOs), transit agencies, and local governments, including the review and approval of Transportation Improvement Programs (TIP) and TIP amendments and modifications. Ensure all federal requirements are met in accomplishing these responsibilities.

Lead the Program Development Team in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively. Establish and ensure there is a direct relationship between quality and work outcomes by developing and implementing quality control and quality assurance processes for the Program Development Team with respect to statewide, nonmetropolitan, and metropolitan transportation planning and programming activities.

Assist with the management of the policy direction for the Program Development Team as part of a matrix structure, creating policies, procedures, guidelines, and performance metrics that support adherence to federal and state requirements, include best practices, and improve planning and programming processes. Assist with the financial performance for the Program Development Team in alignment with TDOT financial processes to ensure transparency and accountability.

Manage change and conflict, clarify the vision, take ownership of the change, communicate effectively, remain transparent, lead by example, and hold yourself and others accountable throughout the process.

Ensure the section remains current on national best practices as it relates to planning and program development processes and procedures; incorporate research, evaluations and implementation of emerging processes and technologies into the planning and program development responsibilities that will improve efficiency, resiliency, effectiveness, reliability, sustainability, and the safety of Tennessee's transportation network; integrate federal and state requirements into TDOT's guidance documents, processes, and procedures. Participate in peer exchanges with State and local governments and applicable industry partners for key insights and collaboration.

Provide oversight in the development of the Program Development Team deliverables, and ensure they are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

- Bachelor's degree in a related field.
- 5 years of demonstrated competency in State and Regional Transportation Planning, Public Administration, Business Administration, Accounting, Finance, Economics, Environmental Science or Engineering, or a related field.

OR

- Associate degree in related field
- 7 years of demonstrated competency in State and Regional Transportation Planning, Public Administration, Business Administration, Accounting, Finance, Economics, Environmental Science or Engineering, or a related field.

OR

- High school diploma
- 9 years of demonstrated competency in State and Regional Transportation Planning, Public Administration, Business Administration, Accounting, Finance, Economics, Environmental Science or Engineering, or a related field.

Ideal Candidate

The Program Development Team Lead excels in innovatively developing, managing, and administering planning programs. They excel in communication, leadership, and team management, effectively engaging with stakeholders at all levels. They are team leaders, offering direction on best practices, state and federal regulations, and TDOT specifications, fostering innovation within their team. Their role is critical in identifying opportunities to address challenges while planning for the future.