

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.



Local Programs Administration Technical Specialist

Local Programs and Community Investments Division – Local Programs Section, Local Programs Administration
\$61,200 - \$70,680 annually

Job Overview

The Local Programs Administration Technical Specialist will provide contract administration, financial management and data system services to support the Local Programs Section's program and project delivery processes. This position is responsible for collaborating with local government officials, Local Program Section's Reimbursement and Invoicing Team and Local Program's Project Engineering Team, and other internal and external stakeholders to assist with the efficient and effective delivery of the Local Program Section's programs and projects. This position must effectively communicate program and project requirements through training, mentoring, and collaboration as part of a matrix organization.

Essential Job Duties of the TDOT Technical Specialist I, II, and III include:

Perform contract administration duties including informing local governments of project selection; reviewing and coordinating with local governments the completion of Project Initiation Checklists and Forms; performing project risk assessments; performing staffed and equipped interviews; developing contracts and processing amendments for TDOT and local governments' approval; and issuing Notices to Proceed.

Perform financial management activities in coordination with the Program Development and Administration Division, the Local Programs Project Engineering Team, and the Reimbursements and Invoicing Team. Ensure project scope is eligible for funding programs. Review and approve invoices and backup documentation and submit invoices to the Finance Division.

Manage and update project information in TDOT systems for the Local Programs Section's projects. Initiate projects in eGrants and in associated databases and electronic files. Create maps in eTRIMS to ensure projects are on eligible roads and create Route IDs. Update projects in TDOT's project scheduling system. Update Invoice Tracker upon approval of invoices.

Remain current and engaged on revisions to federal and state requirements, TDOT Local Programs policies, and local programs oversight best practices.

Provide exceptional customer service to internal and external customers, exercise effective listening skills, assist in the implementation of policies and procedures

related to local programs, provide prompt responses, maintain complete and accurate documentation, and communicate effectively.

Additional Job Duties for the TDOT Technical Specialist II and III include:

Perform financial management activities in coordination with the Program Development and Administration Division, the Local Programs Project Engineering Team, and the Reimbursements and Invoicing Team. Provide project and financial information to the Program Development and Administration for funds obligation. Obtain federal project numbers from the Program Development and Administration Division, as applicable.

Collaborate with Project Teams and internal project stakeholders to evaluate alternative scopes of work and project finance strategies to ensure critical infrastructure improvements within the project limits are incorporated into the projects.

Additional Job Duties for the TDOT Technical Specialist III include:

Coordinate with the Local Programs Manager in providing assistance to the TDOT Technical Training Director for the development and delivery of local programs training that addresses project and program specific requirements, processes and procedures, creating statewide transparency and consistency, inspiring new ideas, and developing skills. Provide mentoring to TDOT staff and consultants with respect to Local Programs Section's program and project delivery.

Perform quality assurance reviews of local programs deliverables, ensuring all federal and state requirements are met. Ensure all data-related activities and critical documents are saved and follow a consistent set of rules and procedures statewide and are aligned with TDOT performance objectives.

Qualifications

TDOT Technical Specialist I

- Bachelor's Degree

TDOT Technical Specialist II

- Bachelor's Degree
- 1 year of demonstrated competency in project delivery, transportation funding, project or program management, public or business administration, accounting, finance, economics, transportation planning or engineering, environmental science, or a related field.

TDOT Technical Specialist III

- Bachelor's Degree
- 2 years of demonstrated competency project delivery, transportation funding, project or program management, public or business administration, accounting, finance, economics, transportation planning or engineering, environmental science, or a related field.

The Tennessee Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, and all other appropriate factors, including business needs. Within 6 months of hire, employees must demonstrate successful mastery of corresponding work competencies and skill blocks of the Technical Specialist Competency Program for the level of worker for which they were hired. If

skills and competencies are not met during that period, the employee can be demoted to the level of worker for which he/she is qualified.

Ideal Candidate

This position is a career path series within TDOT. The Local Programs Administration Technical Specialist I, II, or III demonstrates a combination of technical expertise, analytical skills, and effective communication abilities. They not only possess technical capabilities but also have a truly visionary approach to using data-driven insights to shape future transportation systems. They possess a collaborative spirit and can work effectively within a matrix organization, always willing to continuously update their knowledge as technology and data analytics advance.