

Who we are:

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 close to 3500 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is located in downtown Nashville.

Role of the Office of Legislative Services

The Office of Legislative Services advises the commissioner and staff on legislative issues. The Director and Assistant Director work with members of the General Assembly to promote the department's agenda through legislation. Assistance is provided in legislative matters, and responses and information are provided to legislators involving the department.

This office coordinates the legislative affairs of the department. The Director and Assistant Director prepare and implement the department's initiatives, serve as the Commissioner's liaison with the Governor's Office and the Legislature, and coordinate the Commissioner's relations with the General Assembly.

The goal of the office is to coordinate and manage the department's legislative agenda through the legislative process. The office develops and improves working relationships with all members of the General Assembly.



TDOT Legislative Coordinator Office of Legislative Services

Nashville, TN

Salary: \$59,700 - \$68,655

Overview

The Legislative Coordinator plays a vital role in supporting the day-to-day operations of the Office of Legislative Services, providing critical assistance to the Director, Assistant Director, and TDOT Senior Staff in support of the Office's work. This position provides professional administrative support to the Director and Assistant Director in support of their work with the General Assembly. In collaboration with the Director, Assistant Director, and other TDOT staff, the Legislative Coordinator will also work to source information from TDOT staff in response to legislative inquiries and Commissioner requests, as well as in preparation for TDOT Senior Leadership engagement with state officials. Additionally, this position will support the Office's work to represent TDOT during the General Assembly's legislative session by tracking legislation, monitoring legislative committees, coordinating events with legislative offices, and ensuring timely delivery of reports and deliverables to the General Assembly.

Reporting directly to the Director, and working closely with members of TDOT Senior Leadership, this position offers an exciting opportunity for growth and to be a part of a mission-driven team, working across state government and throughout TDOT.

Responsibilities

Provide administrative support to the Office of Legislative Services

Schedule meetings with General Assembly members, other government officials, and internal/external stakeholders

Track and support in the fulfillment of constituent issues on behalf of the Office of Legislative Services and the Commissioner

Assist in tracking legislation filed throughout legislative session, as needed

Keep internal bill tracking databases up-to-date, and support in running weekly reports for the Commissioner and TDOT Senior Staff

Coordinate events involving the Office of Legislative Services and/or members of the General Assembly

Source information from TDOT staff to generate preparation documentation for the Director, Assistant Director, and Commissioner

Assist in the staffing and support of boards and commissions attached to the department, as needed

Knowledge, Skills, & Abilities

Time and Project Management: Excellent time and project management skills, with the ability to prioritize critical tasks, manage detailed work, and communicate project status effectively

Organization: Superior organization skills, tracking multiple obligations, meetings, deadlines, and needs in support of the Office



**TDOT Executive Legislative Coordinator
Office of Legislative Services**

Nashville, TN

Salary: \$59,700 - \$68,655

Relationships: Ability to build and maintain positive, professional, and inclusive relationships with a diverse set of stakeholders

Accountability: High level of personal responsibility, optimism, and judgment

Service Orientation: A mission-focused orientation is required

Qualifications

The minimum required knowledge, skills, and abilities to satisfactorily perform the job duties are acquired through graduation from an accredited college or university with a bachelor's degree. Bachelor's degree in political science, public administration, business administration, public policy, communications, public relations, or related field preferred. Experience as an administrative professional preferred. Experience with the General Assembly is preferred.

Application for the Legislative Coordinator requires completion and submission of the following two items by Monday, February 12 at 11:59pm CT:

1. Letter explaining the applicant's interest in the position.
2. Résumé that is a maximum of two (2) pages.

The two items should be included in one email to both TDOT.Careers@tn.gov and Jay Klein at Jay.Klein@tn.gov. For additional information, you may also contact Jay Klein, Director of Legislation at (615) 406-1046.