



Tennessee Department of Transportation Long Range Planning Division

Minimum Qualifications for Long Range Planning Assistant Director – Data Management

Bachelor of Science Degree in Planning, Civil Engineering, Geographic Information Systems, Business Management or related field from an accredited college or university and eight (8) years of experience.

or

Master's Degree in Planning Civil Engineering, Information Technology, Business Management or related field from an accredited college or university or related field and six (6) years of experience, transportation planning is preferred, but not required.

This is an Executive Service position.

Position Responsibilities:

The Long Range Planning Division Assistant Director – Data Management will assist in the oversight of the Division's collection, maintenance, analysis and geographic/graphic presentation of data to support the implementation of strategies that respond to the State's long-range transportation needs.

- Manages the transportation data team to collect, maintain, and analyze transportation data to communicate system performance and accessibility using GIS and graphic design software.
- Serves as the Acting Director in the absence of the Long Range Planning Director including supervising Division personnel.
- Coordinates with the Assistant Director – Comprehensive Planning in the management of Long Range Planning Division activities.
- Reviews new and established federal, state and local rules, guidelines, plans, policies and best practices and makes recommendations for implementation.
- Establish regular collaborative opportunities with metropolitan transportation planning organizations, rural transportation consultation organizations, cities, counties and other local partners.

Desired Qualifications:

- Knowledge in Traffic Data Collection Programs, including classification counts, volume counts, probe data, and travel speed data
- Knowledge of Adobe Creative Suite or comparable graphic design software
- Good understanding of statistical analysis and sampling methods is a plus
- Knowledge of the creation of maps or related reports using Geographic Information Systems software or hardware.
- Knowledge of traffic data collection systems, software, graphic design, and analysis in a professional capacity.
- Knowledge of transportation planning legislation and general transportation planning concepts

This position will require statewide travel.



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Application Questions for Long Range Planning Assistant Director – Data Management

Please use a separate sheet for each question.

When answering the application questions, you should use examples of work related experiences. If you do not have appropriate work related examples, non-work related examples are acceptable.

1. Give a specific example of a way you coordinated data management and planning for an organization.
What type of data and tools did you use to perform your analysis?
How did you get troubleshoot for gaps in the data?
Did you develop a repeatable process?
What was your biggest challenge in coordinating data visualization and planning?
2. Give a specific example of a situation in which you developed and implemented a data-analysis process for an organization.
How did you deal with existing staff and changes in their work routine?
Were there any delays in implementation?
What steps did you take to offset the delay?
What was the final resolution of the situation?
3. Give a specific example of a situation in which you had to deal with conflict resolution in a work environment.
Describe in detail how you handled both the person and the situation.
How did this affect the overall outcome of the situation or issue?
How did you document and communicate the outcome?
4. Explain in detail examples of professional and/or self-improvement skills you have developed or enhanced over the past two years.
Were these prerequisites of your current position?
How have they helped you to perform your job responsibilities?