





## **Tennessee Department of Transportation Long Range Planning Division**

### **Minimum Qualifications for Long Range Planning Assistant Director – Comprehensive Planning**

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

or

Master's Degree in Planning, Public Administration, Public Policy, Civil Engineering, Geographic Information Systems or related field from an accredited college or university or related field and six (6) years of experience, transportation planning is preferred.

This is an Executive Service Position

### **Position Responsibilities:**

The Long Range Planning Division Assistant Director – Comprehensive Planning will assist in the oversight of the Division's development and implementation of strategies that respond to the State's long-range transportation needs in the Comprehensive Planning section.

- Manages the transportation planning team which includes Research, Administration, Forecasting, Policy Planning and Community Transportation offices.
- Serves as the Acting Director in the absence of the Long Range Planning Director including supervising Division personnel.
- Coordinates with the Assistant Director – Data Management 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 of transportation and land use policies and guidelines.
- Knowledge of transportation planning legislation and general transportation planning concepts.
- Ability to interpret transportation data to usable information for public involvement is required.
- Public involvement process management and development is required
- 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.

This position will require statewide travel.



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Long Range Planning Division**

**Application Questions for Long Range Planning Assistant Director –  
Comprehensive Planning**

*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 land use and transportation planning.  
What type of data did you use to perform your analysis?  
How did you get consensus with organizations or public involved?  
What was your biggest challenge in coordinating land use and transportation?
  
2. Give a specific example of a situation in which you developed and implemented a strategic plan for an organization.  
How did you deal with existing staff and changes in their work routine?  
Where 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?