



### **RPO COORDINATOR**

The Southwest Tennessee Development District is seeking to hire an RPO Coordinator.

The RPO Coordinator is a liaison between local government officials and the Tennessee Department of Transportation (TDOT) on all road, rail, and air projects within the Development District. The ideal candidate will be a self starter who possesses strong writing and interpersonal communication skills.

#### **Duties of the RPO Coordinator include, but are not limited to:**

- Assisting local officials with developing long-range local and regional multi-modal transportation plans, in cooperation with the Tennessee Department of Transportation.
- Facilitating meetings with local officials to develop and prioritize suggestions for transportation projects within the Development District.
- Provide transportation-related information and updates to local governments and other interested organizations and persons.
- Maintaining monthly and quarterly reports, to be submitted to the Tennessee Department of Transportation detailing transportation activity within the Development District.
- Writing transportation-related grants.

#### **Qualifications:**

**BACHELORS DEGREE PREFERRED**

**MUST HAVE VALID TENNESSEE DRIVERS LICENSE AND RELIABLE TRANSPORTATION**

**SALARY: \$30,000 PLUS BENEFITS**

Resumes will be accepted through December 30, 2011, and should be submitted electronically to [jwbarker@swtdd.org](mailto:jwbarker@swtdd.org)