



## Internal Audit Director

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**February 2, 2012**

### **Position Opening**

The Tennessee Department of Transportation is accepting applications for the Internal Audit Director. Application for the Director position requires completion and submission of the following two items:

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

The two items should be emailed to Delaine Linville, Director of Human Resources, by 5:00 p.m. Central Daylight Time on Friday, February 10, 2012.

Please forward all questions about the position opening to [Delaine.Linville@tn.gov](mailto:Delaine.Linville@tn.gov) or call 615-532-6795.

### **Summary**

Under general supervision, manages and directs the Internal Audit and Investigations function of the Tennessee Department of Transportation. This is an Executive Service position.

1. Reports to: Chief of Staff
2. Supervises: Auditor 4 and Transportation Investigations Manager

### **Essential Job Duties**

1. Provides Overall Leadership and Direction for Division
  - Develops a plan for all auditing activities to include financial, compliance, program and operational audits.
  - Directs the development, explanation, interpretation and enforcement of state and federal laws, rules and regulations, audit policies and procedures, and operational procedures; recommends procedural or policy changes; resolves differences in legal interpretation and application.
  - Establishes and maintains relationships with a variety of important personal contacts with division heads, high level managerial staff, governmental and private agency officials, attorneys, accountants and associates in resolving and correcting major problems uncovered in audits/investigations and in handling and responding to complex and problematic audit findings.



- Maintains relationships with local, state, and federal partners in the advancement of the business of the division.
  - Directs the preparation and maintenance of detailed and complex audit narrative reports and supporting financial documentation in order to identify legal, financial and/or administrative problems or discrepancies, and recommends methods for improvement.
  - Directs special studies and investigations as requested.
  - Establishes expectations and accountability for division employees.
2. Manages Staff
- Hires or delegates and approves hiring of staff; interviews job candidates; disciplines/terminates or approves discipline/termination of individuals following TDOT and State of Tennessee guidelines and policies.
  - Ensures the professional development of staff; trains or oversees training of staff; provides developmental opportunities and monitors progress for direct reports.
  - Administers or oversees administration of TDOT and State personnel policies and procedures.
  - Assigns and oversees work; develops job performance plans with subordinates; monitors work progress and quality; coaches staff concerning job performance; provides feedback; completes annual performance reviews; oversees supervision by subordinates.
  - Communicates policies and direction to staff through staff meetings, written communication, and individual meetings.
3. Maintains Industry Knowledge
- Interacts with other Department of Transportation professionals through direct contact with counterparts in other states and participation in professional associations.

### **Leadership Competencies Required**

In addition to the technical expertise required of this position, leadership competencies important for successful job performance include:

1. Strategic Thinking/Process Improvement
2. Problem Solving/Decision Making Skills
3. People Management and Development
4. Accountability
5. Communication Skills
6. Customer Service
7. Interpersonal Skills

### **Physical Requirements and Work Environment**

The incumbent works in an office environment most of the time. Moderate local and overnight travel by auto or airplane is necessary.



## **Minimum Qualifications**

Education and Experience: The minimum required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through graduation from an accredited college or university with a bachelor's degree in accounting, finance, business administration, or related discipline. At least four years of supervisory experience is required. Certification or licensure as a certified public accountant, certified internal auditor, certified fraud examiner, certified government finance manager, professional engineer, or attorney is preferred.

The Tennessee Department of Transportation is an Equal Employment Opportunity Employer.