

Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking.

The Department of Transportation (TDOT) has close to 4,100 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is located in downtown Nashville.

What we do:

The Tennessee Department of Transportation (TDOT) provides citizens and travelers of Tennessee with one of the best transportation systems in the country.

For more information on this position please see job specification link:

<https://agency.governmentjobs.com/tennessee/default.cfm?action=viewclassspec&classSpecID=102657&viewOnly=yes>



Procurement Training Officer (Transportation Program Monitor 1) Procurement and Contracts Division Location: Nashville, TN

Overview

The Tennessee Department of Transportation is currently seeking a motivated, enthusiastic individual with a desire to seize all opportunities to learn and train in procurement and contracts. Preferred experience in presenting and training as well as a basic understanding of the FSCM module within the State of Tennessee's ERP system, Edison.

This position will actively present training using training modules to consist of MS PowerPoint and User Acceptance Testing in Edison. Training will be delivered in various methods that includes in person, small training groups and on-line. In addition, this individual will actively search for ways to improve procurement training as it applies to learning management software, Microsoft Teams, and SharePoint, so that they can deliver effective online training.

The Transportation Monitor 1 will stay current with all Central Procurement Office training and policies to deliver standard processes and guidance to TDOT personnel. This position will report to the Transportation Program Supervisor who will lead and coach this individual.

There will be occasional travel to the TDOT regions and district garages and other locations to provide in-person training.

Responsibilities

Confer and assist with Transportation Program Supervisor to create needed training objectives for end users and supervisors in the field.

Partner with other divisions and agencies as it relates to supporting efforts with PCD that includes Procurement and Contracts

Responsible for effective ways to enhance collaboration and information sharing through software applications such as Share Point.

Provide updates to Transportation Program Supervisor on any trends with customer support, information, and training needs for customers in the field.

Become well versed in policies and standards for training to provide assistance in conducting scheduled compliance audits as necessary.

Provide assistance with answering inquiries from internal customers about how to use Statewide Contracts, how to perform Financial Supply Chain Management (FSCM) functions in Edison, and other procurement related general questions.

Qualifications

Education and Experience: Education equivalent to graduation from an accredited college or university with a bachelor's degree. Prefer one-year minimum experience with Edison, specifically with the Financial Supply Chain Management (FSCM) module. Strong

communication skills with one to three years experience in training and presenting to small groups of 2-10 personnel. Additionally, seeking out individual with strong organization skills, with the ability to prioritize, multi-task and utilize Microsoft Office suite efficiently.

Applications must be submitted online in order to be considered for the position.

Questions? Email TDOT.Careers@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.