

Trans Program Monitor 1* - Contract Development

Multimodal Transportation Resources Division

Office of Public Transportation

The Office of Public Transportation is seeking qualified professionals with an understanding of contracting processes, federal and state program administration, and public transit to join the team as a Contract Development Monitor. Through the administration of State and Federal funding programs, the Office of Public Transportation supports transit agencies and non-profits delivering transit and mobility for people in all 95 Tennessee counties

Competencies

- Organizational skills to process large amounts of paperwork including financial data, numerical data, and programmatic information
- Understanding and processing financial and programmatic data and presenting this information to internal and external audiences
- Reading and understanding language in contracts, policies, and government regulations and applying it in daily functions.
- Written and oral communication skills to professionally interact with a variety of officials, administrators, and the general public.
- Computer skills including a strong understanding of Microsoft Excel and Word, Adobe Acrobat and AdobeSign, as well as the ability to learn a variety of Federal and State software programs

Responsibilities

- Assists in preparation of contract templates for all funding programs on an annual cycle, including drafting of relevant rule exception requests. Seek approval of contract templates from Legal Division
- Work closely with teammates to verify accurate data entry into contract templates on an ongoing basis with a major focus on attention to detail
- Prepare and finalize contract drafts, prepare correspondence, and distribute contract materials to partner agencies
- Assist in set up of projects in financial/accounting software (Edison) as contracts move through approval processes, including setup of Purchase Orders

- Log data in tracking systems and move files through workflows to initiate processes overseen by other team members, including federal reporting process required within 30 days of contract execution
- Participate in weekly contract meetings with Office of Public Transportation team to troubleshoot any issues with ongoing contract processes, and provide updates on template/clause changes, Central Procurement Office news & updates, or updated guidance from the Legal Division.
- Assist in the advertisement of task orders to on-call consultants, administer the proposal evaluations process, and communicate with firms to execute task orders and setup the projects in Edison.

This position starts as a Program Monitor 1 and advances to Program Monitor 2 after one year of service with good performance.

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.