

Who we are:

The Tennessee Department of Transportation (TDOT) provides citizens and travelers of Tennessee with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

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

For more information on this division, please see link below:

<https://www.tn.gov/tdot/procurement.html>



Procurement and Contracts Assistant Director

Location: Nashville, TN

Overview

The Procurement and Contracts Division, in the Tennessee Department of Transportation, is responsible for establishing procurement rules, policies, and procedures; as well as, providing guidance to the Department in the development of solicitations and contracts or any procurement related function. This Division works closely with the State's Central Procurement Office to identify areas of improvement for the Department and to establish training to meet those needs. Regular compliance reviews will be established to confirm the effectiveness of training and new areas of focus.

Responsibilities

This position will report directly to the Director of Procurement and Contracts while overseeing various functional areas of the Division. Currently, the Division is divided into three teams: Advisory and Training, Region and Districts Procurements, Solicitations and Contracts. This role is responsible for assisting the Director with the following:

1. Developing rules, policies, and procedures prescribing the manner in which goods and services may be procured.
2. Establish contracts and performing contract oversight, contract administration, contract management, and contract compliance
3. Develop and deliver procurement training
4. Work with the Civil Rights Office to increase opportunities through the DBE Program
5. Determine appropriate staffing to support the office and align current TDOT staff throughout the department to ensure efficient operations.
6. Act as the main point of contact with the Central Procurement Office.

Qualifications

The minimum required knowledge, skills, and abilities to satisfactorily perform the job duties are acquired through graduation from an accredited college or university with a Bachelor of Science degree in Public Administration, Business Administration, Supply Chain Management, and Organizational Development; or at least 5 years' experience in public procurement. At least three years of supervisory experience is required. A Master's Degree is preferred.

Candidates should have experience with public speaking, leading groups, and be able to clearly articulated thoughts both verbally and in writing.

Compensation and Benefits

Salary is commensurate with education and experience. Online resources for the State of Tennessee benefits, can be found at:

https://www.tn.gov/content/dam/tn/finance/fa-benefits/documents/2019_guide_st.pdf

<https://www.tn.gov/partnersforhealth/publications/publications.html>

<https://www.tn.gov/hr/employees1/benefits.html>

<https://treasury.tn.gov/Retirement/Retire-Ready-Tennessee/for-State-Employees>

Application for the Assistant Director opportunity 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 (2) pages.

The two items should be emailed to TDOT.Careers@tn.gov by Friday, July 24, 2020 at 4:00pm CT. For additional information you may also contact Delaine Linville, Assistant Bureau Chief of Administration, at Delaine.Linville@tn.gov or (615) 741-3461.