

TRANSPORTATION MANAGER 1

Advisory and Training Manager

The Transportation Manager 1 (TM1) shall conduct advisory, training, audit, compliance, risk analysis, and knowledge management services that improve how the Procurement Division acquires products and services at the lowest cost, which will also meet the needs of the department. The TM1 shall work with TDOT Procurement and Contract managers to educate and train procurement officers and staff statewide on the Procurement Division Standard Operating Procedure (SOP) and applicable policies and procedures.

This position will visit each work site on a regular basis to review and audit all procurement operations. These visits will focus on improving operations through checklist evaluation of compliance with policies and procedures. This will be measured by a review of the work completed at each procurement location and adherence to policy and best practices.

This position will collaborate cross-organizationally with TDOT Finance, TDOT Learning and Development, TDOT Internal Audit, the Central Procurement Office (CPO) Compliance team, and other key stakeholders to develop and improve standard operating procedures and best practices. This will require planning and leading stakeholder meetings to solicit buy-in to division priorities. Additionally, this position will lead a team that has regional advisory and training responsibilities and will attend regional and district meetings as necessary to fulfill procurement oversight requirements.

This position shall review and arrange training for staff to develop required knowledge for requesting items through the procurement process. This will be measured by monitoring new user's proficiency and evaluating training methods.

This position is responsible for managing all division documents to include the SOP through management of the SharePoint site, intranet site, share drive, etc. This knowledge management function includes setting schedules for review and update of key documents like the Procurement Division SOP. This will be measured by evaluating adherence to the schedule and user feedback regarding the application of key documents to procurement and contract functions.