

Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports. The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson.



Procurement and Inventory - Information Technology (IT) Business Administrator - Lead

Information Technology Division – Business Services Section
Nashville, TN
\$70,000 - \$75,000 annually

Job Overview

The Procurement and Inventory IT Business Administrator - Lead will lead, mentor, and train the Procurement and Inventory Team through empowerment, communication, and delegated authority. This position will implement work plans that align with the IT Business Services Section's strategic vision and will provide the necessary support and resources to ensure the Procurement and Inventory Team's success.

This position will implement Department policies, methodologies, tools, resources, procedures, relevant training, governance, and manuals to lead and assist the Procurement and Inventory Team in producing work products and services required to implement IT procurement, vendor coordination, asset tracking, and compliance efforts. The IT Business Administrator - Lead will supervise technical staff and staff augmentation contractors and implement performance plans, schedules, and budgets, ensuring each team member's expected outcomes, performance, and accountability. The IT Business Administrator - Lead will research national best practices within the IT Procurement and Inventory Team and report and recommend ideas that drive innovation and efficiency.

Essential Job Responsibilities

Manage resources and staff utilization to allow the Procurement and Inventory Team to perform their roles effectively and efficiently. This optimization enhances the Team's ability to successfully address unanticipated challenges, and deliver IT Procurement and Inventory services to TDOT, including but not limited to IT procurement processes, inventory management, vendor coordination, and compliance tracking.

Establish and ensure a direct relationship between quality and work outcomes by developing and implementing standards for the frameworks, policies, and procedures.

Manage change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold yourself and others accountable throughout the process.

Lead the IT Procurement and Inventory Team in providing exceptional customer

service to internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Guide the development and implementation of revisions to the IT procurement and inventory, standards, and guidelines related to IT procurement standards, inventory control procedures, risk assessments, and quality management components. Perform IT procurement processes, inventory management, vendor coordination, and compliance tracking functions for complex, high-risk projects; support the review of IT procurement and inventory documents; and assist with Risk Assessments.

Oversee inventory management processes, ensuring that IT assets are properly tracked, tagged, and distributed in compliance with Records Disposition Authorization (RDA) requirements and statewide asset management policies. Analyze procurement trends and vendor performance, providing insights to optimize IT purchasing decisions, contract renewals, and cost management. Develop and oversee IT procurement budgets, tracking expenditures and ensuring alignment with TDOT's financial planning and cost-control objectives.

Provide input on national best practices related to IT procurement and inventory for TDOT employees and contractors; incorporate research, evaluations, and implementation of emerging technologies; and integrate statutory and regulatory requirements into TDOT's guidance documents, processes, and procedures.

Guide the development and implementation of technology in partnership with the TDOT Information Technology Division, ensuring program success while adhering to Federal and State IT procurement and inventory laws, regulations, policies, and standards.

Provide oversight in the development of IT procurement processes, inventory management, vendor coordination, and compliance tracking work products and services that are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

Qualifications

Graduation from an accredited college or university with a Bachelor's degree and five years of information technology-related professional experience in one or a combination of the following: (1) technical writing/IT planning/business continuity/risk management/policies & procedures (2) records management, (3) IT procurement/asset management (4) budgeting/tracking expenditures (5) IT staff/contract administration.

OR

Graduation from an accredited college or university with an Associate's Degree and experience equivalent to seven years experience in one or a combination of the following: (1) technical writing/IT planning/business continuity/risk management/policies & procedures (2) records management, (3) IT procurement/asset management (4) budgeting/tracking expenditures (5) IT staff/contract administration.

Substitution of Experience for Education: Additional IT-related professional level experience in technical writing, IT planning/business continuity, risk management, policies & procedures, records management, IT procurement/asset management, budgeting/tracking expenditures, or IT staff/contract administration may substitute for the required degree on a year-for-year basis to a maximum of four years.

Ideal Candidate

The Procurement and Inventory IT Business Administrator - Lead is a detail-oriented leader with strong organizational skills and a problem-solving mindset. They excel in collaborative environments, balancing multiple priorities while

ensuring accuracy and efficiency in procurement and inventory management. They are effective communicators, capable of building strong relationships across teams and external partners. They are highly organized, adaptable, and analytical, ensuring that TDOT's technology assets are procured, tracked, and managed efficiently. The Procurement and Inventory IT Business Administrator - Lead is customer-focused, committed to efficiency, transparency, and compliance in all aspects of IT procurement and inventory services.