

## 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. TDOT Aeronautics is located near the John C. Tune Airport in Nashville, TN.



### **Records & Procurement Supervisor**

Materials & Test Division – Operations Support Section

Nashville, TN

\$74,100 annually

#### **Job Overview**

The Records & Procurement Supervisor will lead, mentor, and train the Records & Procurement Team through empowerment, communication, and delegated authority. This position will develop Work Plans that align with the Materials & Test Division's strategic vision and will effectively delegate authority and responsibility, when applicable while ensuring the availability of resources for the Records & Procurement Team to be successful.

This position will implement discipline-specific technical guidance, procedures, and manuals to lead and assist Records & Procurement Section. The Records & Procurement Supervisor will supervise staff and implement performance plans, schedules, and budgets, ensuring the expected outcomes, performance, and accountability of each team member. The Records & Procurement Team will provide all necessary administrative functions and support the Materials & Test Division in the collection, organization, storage, retention, and maintenance of M&T records and will provide procurement services across the division. The Records & Procurement Team will research national best practices to drive innovation and efficiency in the management of M&T's records and will stay abreast of state and federal procurement laws and rules.

#### **Essential Job Responsibilities**

Manage resources and staff utilization to provide all necessary records and procurement support for the Materials & Test Division. Serve as M&T's subject matter expert on records and procurement. Ensure all records and procurement support is carried out in a timely and accurate fashion. Ensure all M&T purchases stay within M&T's procurement budget.

Establish and ensure there is a direct relationship between quality and work outcomes by developing and implementing standards for the Records & Procurement Section in collaboration with the M&T Division. Ensure records retention is in accordance with applicable state and federal laws. Ensure M&T's procurement practices are in accordance with state and federal laws.

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 Records & Procurement Section in providing exceptional customer service, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Remain current on applicable laws and rules; remain current on national best practices relating to records and procurement practices; provide instruction and mentoring to M&T staff.

Develop and implement a tracking mechanism to monitor the Records and Procurement Section's key performance indicators.

Provide oversight to ensure the Records & Procurement Section's deliverables are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

### **Qualifications**

- High school diploma
- 5 years of demonstrated competency in transportation or administrative related field

### **Ideal Candidate**

The Records and Procurement Supervisor plays a vital role in the Operation Support Section. They possess excellent organizational skills and pay attention to even the smallest details when managing records. They possess excellent communication and negotiation skills, which enable them to facilitate seamless procurement processes. The Records and Procurement Supervisor is dedicated to ensuring their section runs efficiently and delivers high-quality service and solutions. They are both a problem-solver and a mentor at heart.