

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.



Region Liaison Technical Specialist

Procurement and Contracts Division – Region Support Section
\$60,600 – \$70,680 annually

Job Overview

The Region Liaison Technical Specialist plays a key role in supporting TDOT's statewide procurement environment by serving as a technical resource and communication link between Region teams and Headquarters Procurement. This position helps strengthen documentation accuracy, reinforce compliance with procurement policies and promote procedural consistency across Regions. The Technical Specialist collaborates on onboarding, training, and workflow standardization efforts to build staff capacity and improve procurement readiness. This is a mobile position that includes Region-and/or statewide travel to deliver in-person support while augmenting training during day-to-day operations, addressing the needs of internal stakeholders across TDOT Headquarters, Regions, and District Offices. This position reports to the Region Procurement Support Team Lead.

The Region Liaison Technical Specialist provides technical procurement support by interpreting statewide policies, promoting consistent application of procedures, and assisting Region staff in navigating complex or time-sensitive procurement scenarios. This position contributes to quality assurance and process improvement initiatives by reviewing documentation practices, identifying opportunities for increased compliance, supporting compliance with budget and funding standards, and supporting training and onboarding activities in coordination with Headquarters and Strategic Services. The Technical Specialist helps strengthen Region procurement operations by fostering collaboration, sharing technical knowledge, and encouraging consistent, policy-aligned practices across the state.

Essential Job Responsibilities

Essential Job Duties of the TDOT Technical Specialist I, II, and III include:

Support Region teams in maintaining consistency and timeliness of procurement activities by providing technical guidance and monitoring adherence to established TDOT procurement policies, Central Procurement Office (CPO) rules, and relevant state purchasing guidelines.

Assist Region staff by tracking procurement activities and providing guidance on documentation standards, timelines, and compliance expectations.

Maintain accurate procurement records in TDOT-approved systems and SharePoint repositories; support documentation standardization to uphold compliance readiness, workflow consistency, and process transparency.

Contribute to procurement reporting efforts by monitoring activity calendars, identifying potential delays or compliance concerns, and communicating status updates to the Team Lead and appropriate staff.

Ensure collaboration with the Region Procurement Support Team, as well as Quality Assurance and Training, by maintaining clear and professional communication, demonstrating transparency in actions and decisions, and promoting accountability for oneself and others throughout all procurement activities.

Additional Job Duties for the TDOT Technical Specialist II and III include:

Collaborate with Region, and Headquarters procurement staff to troubleshoot procurement challenges, advise on procedural compliance, and reinforce the consistent application of standardized procurement practices across TDOT.

Analyze procurement activity using dashboards, reports, and other tools to identify compliance trends, recurring issues, and opportunities for workflow and documentation improvements.

Support procurement-related onboarding and training efforts for region procurement staff by reinforcing policy expectations, demonstrating standardized procedures, and encouraging continuous improvement.

Additional Job Duties for the TDOT Technical Specialist III include:

Support procurement process improvement efforts by evaluating workflows, identifying inefficiencies, and recommending data-informed changes. Collaborate with Strategic Services, Headquarters, and peer Regions to align regional practices with statewide policies and nationally recognized procurement standards.

Mentor Technical Specialist I and II peers by offering technical guidance, modeling best practices, and supporting training efforts to elevate individual and team performance across the Region Procurement Support Section.

Support Region staff during complex and time-sensitive procurement activities such as emergency purchases, delegated procurements, and specialized contracting by providing technical guidance on Scopes of Work (SOWs) for Invitations to Bid, potential contracts including Alternative Contracting Techniques (ATCs), and other required documentation. Coordinate with Headquarters Procurement to ensure policy compliance, documentation accuracy, and alignment with established processes.

Assess region procurement performance by reviewing workflow outputs and supporting documentation to identify trends, variances, and areas for improvement. Prepare and communicate findings to the Region Procurement Support Team Lead to inform process alignment, promote statewide consistency, and support quality assurance and performance tracking initiatives across all Regions.

Qualifications

TDOT Technical Specialist I

- Bachelor's Degree

TDOT Technical Specialist II

- Bachelor's Degree
- 1 year of demonstrated competency in procurement, finance, or related field.

TDOT Technical Specialist III

- Bachelor's Degree
- 2 years of demonstrated competency in procurement, finance, or related field.

The Tennessee Department of Transportation reserves the sole right in determining the level of position based on the applicant's work experience, education, skill level, and all other appropriate factors, including business needs. Within 6 months of hire, employees must demonstrate successful mastery of corresponding work competencies and skill blocks of the Technical Specialist Competency Program for the level of worker for which they were hired. If skills and competencies are not met during that period, the employee can be demoted to the level of worker for which he/she is qualified.

Ideal Candidate

The Region Liaison Technical Specialist thrives in a collaborative and fast-paced environment, bringing a steady and thoughtful presence to complex situations. This individual is adaptable, proactive, and approaches challenges with professionalism and clarity. With a strong sense of accountability and a service-oriented mindset, they build trust through clear communication, respectful collaboration, and reliable follow-through. They are naturally curious, open to learning, and committed to continuous improvement in both their work and the teams they support. Grounded in integrity and attentive to detail, the Region Liaison Technical Specialist contributes to a culture of consistency, transparency, and shared success across procurement operations statewide.