

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.



HQ Purchasing Senior Technical Specialist

Procurement and Contracts Division – Strategic Services Section

\$75,204 annually

Job Overview

The HQ Purchasing Senior Technical Specialist provides leadership and advanced support to the Procurement and Contracts Division (PCD) by ensuring purchasing activities are executed in alignment with TDOT's procurement strategies, scope, schedule, and budget. This position guides the development, coordination, and administration of purchasing documentation and processes, including purchase requisitions, agency term contracts, requisitions against statewide contracts, amendments, and other procurement activities. The role requires strong collaboration across TDOT Divisions and external partners and includes liaison responsibilities with the Central Procurement Office (CPO), the Comptroller of the Treasury (COT), and other oversight entities. The position reports to the Solicitation and Contracts Team Lead within the Strategic Services Section.

The Senior Technical Specialist ensures compliance with the Division's Quality Assurance Program, maintains audit-ready procurement documentation, and applies applicable procurement laws, policies, and regulations to purchasing actions. This position also provides guidance and mentorship to HQ Purchasing Technical Specialists, assists with file reviews, and supports documentation required for contract execution, vouchering, and records retention. Operating independently and within a team environment, the HQ Purchasing Senior Technical Specialist advances procurement objectives, supports continuous process improvement, and contributes to the efficient delivery of the Department's Work Program.

Essential Job Responsibilities

Support TDOT Divisions in managing the full lifecycle of purchasing activities, including intake, preparation, processing, and closeout of purchases. Assist in the development of purchasing documentation and supporting materials; coordinate reviews and approvals; facilitate purchase order execution; and ensure purchasing activities are carried out in accordance with established policies and procedures.

Coordinate and manage purchasing amendments, renewals, and related modifications, ensuring timely execution, accurate documentation, and compliance with procurement requirements. Monitor purchasing actions for spend thresholds and expiration dates, provide regular status updates to stakeholders, and generate reports to support oversight and transparency. Support vouchering and closeout processes and assist in resolving purchasing-related issues. Prepare and route associated documents through appropriate internal and external approval workflows. Facilitate purchasing planning discussions with divisions to ensure alignment on schedules, identify resourcing needs, and prevent lapses in active agreements.

Maintain tracking systems and dashboards that promote visibility into purchasing requests, requisition statuses, and lifecycle milestones.

Serve as a liaison between TDOT and the Central Procurement Office (CPO) and Comptroller of the Treasury (COT). Provide support and guidance on procurement method selection, ensure documentation meets review standards, and coordinate communications for high-value or complex purchasing actions.

Ensure compliance with the Procurement and Contracts Division's Quality Assurance Program by maintaining audit-ready documentation, applying risk management practices, and supporting continuous improvement. Participate in identifying opportunities for process enhancements, policy alignment, and mitigation of procurement risks.

Provide exceptional customer service to internal and external stakeholders by offering technical guidance, mentoring, and clear communication throughout the purchasing lifecycle. Demonstrate active listening, deliver timely and accurate responses, and maintain thorough documentation. Foster partnerships with TDOT Divisions and external agencies to promote accountability, consistency, and collaboration in advancing the Department's procurement goals statewide.

Provide technical expertise grounded in procurement regulations, documentation standards, risk mitigation strategies, and lifecycle management best practices. As a subject matter expert, contribute to the development of training materials, job aids, and professional presentations to enhance team effectiveness, strengthen statewide consistency in purchasing practices, encourage innovation, and build competencies essential to effective procurement.

Remain current on emerging trends, industry best practices, and applicable state procurement regulations. Participate in training opportunities, peer exchanges, and professional development activities that support the advancement of TDOT's purchasing program.

Qualifications

- Bachelor's Degree
- 3 years of demonstrated competency in procurement, contract management, or a related field

OR

- Master's Degree
- 2 years of demonstrated competency in procurement, contract management, or a related field

Ideal Candidate

The HQ Purchasing Senior Technical Specialist thrives on precision and consistency, with a natural eye for detail and a strong sense of dependability. They are the kind of person who values accuracy and takes pride in ensuring things are done right the first time. The HQ Purchasing Senior Technical Specialist approaches challenges with patience and persistence, brings a collaborative spirit to every interaction, and remains adaptable when priorities shift. They embody accountability, demonstrate sound judgment when faced with complex situations, and maintain a positive, customer-focused outlook that builds trust and fosters strong working relationships.