

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 Technical Specialist

Procurement and Contracts Division – Strategic Services Section

\$60,600 – \$70,680 annually

Job Overview

The HQ Purchasing Technical Specialist will support the Procurement and Contracts Division (PCD) by assisting in the execution of purchasing activities that align with TDOT's operational needs and performance goals. This position collaborates with internal stakeholders, including TDOT Divisions, and Project Teams, as well as external partners, to ensure the timely and compliant processing of purchasing requests under the authority of the State Central Procurement Office (CPO) and other procurement activities as requested by TDOT Leadership. This position reports to the HQ Purchasing Team Lead within the Strategic Services Section.

This position assists with translating purchasing needs and documentation into actionable requisitions, purchase orders, amendments, and related deliverables that support the efficient delivery of the Department's Work Program. The HQ Purchasing Technical Specialist has a working knowledge of procurement processes, purchasing documentation, and purchasing lifecycle management, and applies this knowledge to support planning, execution, and monitoring of purchasing activities.

The HQ Purchasing Technical Specialist ensures compliance with the Procurement and Contracts Division's Quality Assurance Program by maintaining consistent, accurate, and audit-ready documentation. This position contributes to team effectiveness by clearly articulating purchasing data and technical concepts, collaborating with peers, and actively participating in training and mentoring opportunities as part of a matrix organization.

Essential Job duties of Technical Specialist I, II, and III include:

Implement TDOT's purchasing documentation standards, records retention schedules in alignment with records disposition authorizations (RDA), and file organization requirements. Ensure compliance with state procurement policy, PCD Standard Operating Procedures (SOPs), and established documentation practices.

Assist in the preparation and coordination of purchasing documentation by formatting requisitions, verifying accuracy, compiling required attachments, and ensuring timely routing. Monitor the HQ Purchasing team inbox to identify new requests, provide responses, and route communications appropriately. Track purchasing lifecycle milestones, including initiation, processing, amendments, and closeout dates, to support timely and compliant purchasing actions.

Remain current on emerging trends, industry best practices, procurement systems, and applicable state purchasing regulations. Support purchasing lifecycle activities,

including the drafting of requisitions, amendments, renewals, and modifications. Track key dates, maintain supporting documentation.

Coordinate the routing of purchasing documents through internal approval workflows. Ensure that documentation is properly labeled, versioned, and submitted in accordance with SOPs and procurement policy. Assist with reviews and quality assurance activities by helping validate completeness and accuracy. Utilize procurement systems and document management tools to monitor requisition status, support tracking of key deliverables, and maintain organized, audit-ready files. Assist with file audits and updates to templates, stakeholder resources, and checklists as directed.

Provide exceptional customer service to both internal and external stakeholders by serving as a point of contact for routine purchasing-related questions. Facilitate the organization, accessibility, and accuracy of purchasing documentation and tools. Deliver clear, courteous, and timely responses, practice active listening, and escalate complex issues when appropriate. Support collaborative resolution of documentation and process challenges through professional and effective communication.

- **Additional Job duties for the Technical Specialist II and III include:**

Support purchasing actions by preparing requisitions, amendments, renewals, and modifications with limited oversight. Track purchasing milestones and maintain accurate documentation to ensure audit readiness and policy compliance. Coordinate the routing of purchasing documents through internal workflows, assist in quality assurance reviews, and contribute to updates of purchasing templates, checklists, workflows, and file audits, as requested. Assist the Senior Technical Specialist and HQ Purchasing Team Lead with documentation required for approvals and related submissions.

Serve as a point of contact for more complex routine purchasing-related inquiries and provide exceptional customer service to internal and external stakeholders. Facilitate the organization, accessibility, and clarity of purchasing documentation and tools. Deliver timely, courteous, and accurate responses, practice active listening, and escalate complex issues as needed to support collaborative resolution of process and documentation challenges.

Maintain timely collection and accurate logging of vendor attestations and certificates of insurance for all active purchasing files, ensuring compliance with required submission intervals.

Assist with emergency purchasing actions by preparing required documentation, routing approvals, and ensuring compliance with procurement policies and established SOPs. Support timely communication with stakeholders to facilitate rapid response while maintaining audit-ready records.

- **Additional Job Duties for the Technical Specialist III include:**

Independently assess the preparation and coordination of assigned purchasing actions, ensuring accuracy, timeliness, and compliance. Collaborate directly with internal stakeholders to resolve issues, navigate routing workflows, and support the successful execution of purchasing activities, including high-value or complex transactions.

Independently coordinate emergency purchasing actions by collaborating directly with internal stakeholders and oversight agencies to expedite approvals while ensuring compliance with procurement policies, SOPs, and state requirements. Maintain complete and accurate documentation to support transparency, accountability, and audit readiness in urgent purchasing scenarios.

Conduct detailed reviews of purchasing documentation to verify alignment with procurement regulations, Department policies, and audit requirements. Recommend process improvements based on observed gaps or

inconsistencies. Contribute to the development and refinement of purchasing templates, checklists, and SOPs in coordination with the Team Lead or by providing guidance to Technical Specialists.

Serve as a resource for interpreting procurement policy, troubleshooting purchasing process issues, and resolving documentation errors. Support communication with oversight agencies such as the CPO and Comptroller of the Treasury (COT). Mentor peers by sharing expertise, assisting with internal training, and contributing to team development and knowledge sharing.