

## 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.



### **Solicitation and Contracts Team Lead**

Procurement and Contracts Division – Strategic Services Section  
Nashville, TN  
\$103,848 annually

#### **Job Overview**

The Solicitation and Contracts Team Lead will lead, mentor, and train the Solicitation and Contracts Team through empowerment, communication, and delegated authority. This position will implement work plans that align with the Procurement and Contracts Division's strategic vision and will effectively delegate authority and responsibility, when applicable, while providing the resources needed for the Solicitation and Contracts Team to be successful. This position reports to the Strategic Services Manager.

This position will implement Department policies, methodologies, tools, resources, procedures, relevant training, governance, and manuals required to lead and assist the Solicitation and Contracts Team in producing contract and solicitation deliverables in support of the Department's Work Program. The Team Lead will supervise technical staff and implement performance plans, schedules, and budgets, ensuring expected outcomes, performance, and accountability of each team member. This position will lead the team in facilitating non-Brooks Act solicitation and contract development, Fiscal Review submissions and requests, and tracking contract execution in accordance with applicable state and federal laws. The Solicitation and Contracts Team Lead will pilot national best practices within the team and will report and recommend ideas that drive innovation and efficiency in statewide contracts and solicitation processes while ensuring quality assurance to achieve program effectiveness.

#### **Essential Job Responsibilities**

Manage resources and staff utilization to optimize the team's ability to successfully execute solicitations and contract processes efficiently and effectively while addressing unanticipated challenges. Provide support to internal customers for non-Brooks Act procurements and contract administration by facilitating solicitation processes, managing contract execution, overseeing contract amendments, ensuring compliance with policies, and addressing public records requests related to procurement activities.

Integrate Quality Management standards into all deliverables in compliance with the Procurement Quality Assurance guidelines for the purpose of reducing errors and increasing efficiency. Identify and take necessary actions to achieve strategic vision and goals, ensuring intended outcomes for scope, schedule, and budget while enhancing quality in coordination with leadership expectations.

Oversee and ensure compliance with the State of Tennessee procurement regulations, including contract execution, modifications, and adherence to fiscal policies. Provide guidance and support across the organization for non-Brooks Act Solicitation and Contracts processes, ensuring contract documentation is complete and compliant, and addressing contract performance needs. Serve as liaison between Central Procurement Office (CPO), Finance, Legal, and Regions, to streamline procurement and contract execution.

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 Solicitation and Contracts Team in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Define and communicate performance goals and measures, implement feedback processes for and with the Solicitation and Contracts employees, and provide effective performance evaluations that foster a culture of trust. Support effective performance management as part of a strategic approach to creating and sustaining improved performance within the Solicitation and Contracts Team.

Provide input on national best practices related to non-Brooks Act solicitation and contracts programs, processes, and procedures 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 (IT) Division that ensures program success while adhering to Federal and State Procurement laws, regulations, policies, and standards. Participate in peer exchanges with State and local governments and applicable industry partners for key insights and collaboration.

Provide oversight and guidance in the development of Solicitation and Contracts Section work products and services are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

### **Qualifications**

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

### **Ideal Candidate**

The Solicitation and Contracts Team Lead is detail-oriented, analytical, and committed to upholding high standards of integrity and compliance. They approach challenges with a solution-focused mindset and demonstrate strong critical thinking skills. With a natural ability to lead through collaboration and mentorship, they foster a positive, growth-oriented team culture. They are adaptable, proactive, and continuously seek ways to improve processes. Effective communication and a customer-focused attitude enable them to build strong relationships and navigate complex situations with professionalism and clarity.