

## 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.

## Role of the Human Resources Division:

The TDOT Human Resources Division sets the vision and strategic direction for developing TDOT's greatest assets – our people. The Division empowers the organization by ensuring the effectiveness and advancement of individual employees and the organization. The Division develops, implements, and supports policies and procedures that reflect equal opportunity, diversity, and our values and principles. The Division provides organizational planning, workplace operations, technology integration, talent progression, and resource development to create a workplace where people and industry thrive.



## Region Procurement Support Team Lead Procurement Division – Region Procurement Support Section \$103,848 annually

### Job Overview

The Region Procurement Support Team Lead will lead, mentor, and train the Region Procurement Support 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, ensuring the availability of resources for the Region Procurement Support Team to be successful.

This position will implement Department policies, methodologies, tools, resources, procedures, relevant training, governance, and manuals required for ensuring the timely and cost-effective acquisition of goods, services, and materials essential for supporting Regional and District Operations. Additionally, this position will ensure the standardized application of procurement policies and procedures across all Regions while maintaining alignment with Headquarters Procurement. The Region Procurement Support Team Lead will supervise technical staff located in each Region, and implement performance plans schedules, and budgets ensuring each team member's expected outcomes, performance, and accountability. The Team Lead will research and integrate national best practices and report and recommend ideas to promote innovation and efficiency in statewide procurement processes while ensuring quality assurance to achieve program effectiveness.

### Essential Job Responsibilities

Manage resources and staff utilization to allow the Region Procurement Support Team to perform their roles effectively and efficiently, optimizing the Team's ability to successfully address unanticipated challenges and deliver exceptional procurement services to TDOT. Foster a collaborative and high-performing work environment that encourages continuous learning, innovation, and accountability, ensuring technical staff are equipped to support the standardized application of procurement policies and procedures across all Regions while maintaining alignment with Headquarters.

Manage resources and support Region procurement functions to streamline purchasing workflows, ensure compliance with applicable state and federal regulations and policies and proactively collaborate with internal and external stakeholders to facilitate efficient procurement processes.

Integrate quality management standards into all work products, processes, and services in compliance with Quality Assurance guidelines. 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.

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 Region Procurement Support Team in providing exceptional customer service to 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 Region Procurement Support 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 Region Procurement Support Team.

Provide input on national best practices related to procurement 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.

As applicable, 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 Procurement and Contracts division work products and services that 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 advanced competency in procurement, finance, or a related field.

### **Ideal Candidate**

The Region Procurement Support Team Lead is the face of Procurement in the Region. They play a critical role in TDOT's current and future success. The Region Procurement Support Team Lead has strong relationships with their team, Region leadership and employees, and HQ Procurement and Contracts. They are passionate about serving employees. They have a balance of subject matter expertise and empathy to solve critical challenges and provide deeper knowledge and understanding of critical organizational processes. The Region Procurement Support Team Lead responds well to shifts in the business environment to find customer-centric solutions. They demonstrate an openness to working and specializing in the day-to-day administration and operation of procurement. They enjoy working directly with employees and leadership and can resolve conflicts and problems quickly.