

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.



Training Senior Technical Specialist

Procurement and Contracts Division – Strategic Services Section
\$75,204 annually

Job Overview

The Training Senior Technical Specialist leads the development and delivery of procurement training within the TDOT Procurement Division to enhance workforce capability, ensure compliance with procurement policies, and promote consistency across Headquarters and Region Procurement Teams. This position operates within the Quality Assurance and Training Team and plays a key role in designing and maintaining training curricula, onboarding new procurement personnel, and facilitating continuous professional development for procurement staff statewide. This position is a mobile position that includes statewide travel to support and deliver in-person training that meets the needs of internal stakeholders across TDOT Headquarters, Regions, and District Offices.

The Training Senior Technical Specialist works under the direction of the Quality Assurance and Training Team Lead and collaborates with internal teams and external stakeholders to implement high-quality training solutions that support a culture of continuous learning and excellence in procurement practices. The Training Senior Technical Specialist contributes to the evaluation and enhancement of training materials based on compliance reviews, compliance outcomes, and evolving state and federal regulations, and assists in aligning TDOT's training approach with national best practices and workforce development strategies.

Essential Job Responsibilities

Design, implement, and manage procurement training programs, ensuring alignment with TDOT's procurement policies, regulations, and best practices to support compliance, consistency, and operational readiness across the state.

Facilitate onboarding and continuing education by developing and delivering in-person, virtual, and self-paced training. Collaborate with the Quality and Training Team to co-develop procurement-related materials, job aids, and knowledge transfer tools that promote consistent application of TDOT's procurement policies and procedures.

Evaluate training effectiveness and enhance curriculum by analyzing performance metrics, participant feedback, compliance outcomes, and compliance reviews to ensure continuous improvement and alignment with standards.

Serve as a subject matter expert for procurement training by guiding curriculum design, instructional methods, and interpretation of procurement procedures to internal stakeholders and leadership. Continuously learn and apply skills in multiple training-related software platforms such as SharePoint, TDOT Learning Network, Adobe Learning Manager, and other tools to develop training content, construct instructional videos, manage rosters and queries, and support system-based learning delivery.

Collaborate with the Central Procurement Office (CPO) and the Procurement Division section teams to ensure training content and guidance materials reflect current regulatory requirements, procedural updates, and quality standards. Monitor procurement changes issued by stakeholders both internal and external to TDOT, but with authority to make changes to State procurement requirements and/or processes, and translate these into updated training content that promotes compliance, consistency, and compliance readiness. Develop and deliver training on the use of Edison Financial Supply Chain Management (FSCM) and FSCM Reporting Tools to support staff in accurately navigating procurement processes, tracking transactions, and applying system updates.

Support training technology initiatives by implementing, optimizing, and maintaining learning management systems, dashboards, and digital tools that enhance the accessibility, scalability, and effectiveness of procurement training. Collaborate with internal stakeholders to ensure platforms meet end-user needs, enable performance tracking, and support data-driven decision-making to improve training delivery and outcomes.

Guide efforts to standardize procurement training statewide by aligning instructional content, delivery methods, and training schedules across Headquarters and Regions. Apply effective classroom management strategies to facilitate engagement, manage module pacing, refocus learner attention, and support a productive and inclusive training environment. Collaborate with TDOT's People Talent and Development Training Teams to align efforts with agency-wide learning strategies and support cross-functional workforce development.

Track and manage statewide training participation by maintaining accurate rosters, verifying attendance, and ensuring credit is awarded to participants who complete required procurement training. Target 100% of TDOT's procurement professionals and leadership engaged in procurement approvals by coordinating outreach, monitoring completion rates, and supporting compliance with mandatory training requirements.

Mentor junior staff by providing coaching, knowledge transfer, and professional development opportunities that strengthen team capacity and support TDOT's long-term procurement goals.

Manage change by clarifying the vision, taking ownership, communicating effectively, remaining transparent, and holding yourself and others accountable throughout the process.

Qualifications

- Bachelor's Degree
- 3 years of demonstrated competency in business administration, procurement, education, public administration, procurement training, compliance, contract management, or related field.

OR

- Master's Degree
- 2 years of demonstrated competency in business administration, procurement, education, public administration, procurement training, compliance, contract management, or related field.

Ideal Candidate

The Training Senior Technical Specialist is a proactive and solutions-focused professional who understands that consistent, high-quality training is foundational to effective procurement. They are skilled in translating complex policies into accessible learning experiences and bring a thoughtful, learner-centric approach to curriculum design and delivery. With strong instructional insight and a deep understanding of procurement practices, they champion statewide consistency and compliance through engaging, practical training. Naturally collaborative, they embrace innovation, foster knowledge-sharing, and support a culture of continuous learning. Their ability to mentor others, optimize training platforms, and align content with regulatory changes ensures that TDOT's procurement workforce is confident, capable, and ready to deliver results.