

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.



Procurement Officer 1

Region Business Solutions
\$43,140 - \$50,016 annually

Job Overview

The Procurement Officer 1 supports the Business Solutions Section by performing procurement tasks that ensure the timely acquisition of materials, equipment, and services for TDOT's Field Operations and Region Administration. This position is based in a TDOT Region or District. The Procurement Officer 1 provides transactional purchasing support to Districts, maintenance facilities, and Region staff in accordance with TDOT and statewide procurement policies and procedures.

The Procurement Officer 1 performs routine purchasing activities, prepares and submits requisitions and purchase orders in Edison, and assists with invoicing and vouchering. The position will research the appropriate purchasing vehicle, coordinate with vendors to confirm orders and deliveries, and tracks procurement transactions to support accurate inventory and operational needs. The Procurement Officer 1 is key in supporting local procurement functions by upholding documentation standards, ensuring compliance, and facilitating consistent service delivery across the Region. This position reports to the Procurement Officer 2 within the Region Business Solutions team.

Essential Job Responsibilities

Perform routine, transactional procurement activities to support the acquisition of materials, consumables, equipment, and contracted services for District and Region-based operations, including garage work orders, maintenance facilities, and field offices.

Create and submit requisitions and purchase orders in Edison, ensuring compliance with TDOT procurement policies. Reference statewide and agency term contracts when applicable and escalate non-contracted needs or complex purchases to the Procurement Officer 2 for resolution.

Review statewide and agency term contracts and delegations to verify contract applicability, pricing, and vendor eligibility prior to initiating purchases. Ensure selections comply with state procurement requirements and internal approval processes.

Coordinate with Region and District staff, stockroom personnel, and garage personnel, to gather purchasing needs to support the timely fulfillment of work orders, operational tasks, and emergency repairs. Assist with procurement activities required during weather events or emergency situations.

Review and reconcile purchase orders and invoices, ensuring receipt of goods/services has occurred and documentation matches procurement records. Track procurement activity in Edison from the requisition to the completion of the voucher process ensuring alignment with the State's requirements for paying suppliers.

Accurately record and confirm the physical receipt of materials, equipment, and contracted services in Edison by coordinating and obtaining appropriate approvals for garage stockroom and field personnel. Ensure receiving documentation is complete, timely, and aligned with purchase orders to support inventory accuracy, payment processing, and audit readiness.

Communicate directly with vendors to confirm purchase orders, verify delivery schedules, and resolve routine issues related to order fulfillment, discrepancies, or invoicing. Ensure vendor interactions are documented and conducted in accordance with TDOT and CPO procurement policies to support the timely receipt of goods and accurate payment processing.

Maintain accurate and well-organized procurement records and documentation in accordance with Records Disposition Authorization (RDA) requirements and TDOT audit readiness protocols. Ensure all files—including purchase orders, receipts, and vendor correspondence—are complete, accessible, and properly archived in Edison to support accountability, transparency, and compliance reviews.

Promptly report procurement-related issues, order delays, discrepancies, or policy exceptions to the Procurement Officer 2 to ensure timely resolution and support ongoing process improvements. Provide relevant documentation and context to facilitate effective troubleshooting, escalation, and alignment with TDOT and CPO procurement procedures.

Provide exceptional customer service to procurement stakeholders by sharing data and acquired information, ensuring data is easily accessible and organized, exercising practical listening skills, and communicating effectively. Promote good public relations with customers. Provide accurate and timely verbal and/or written responses to the public and other Department personnel.

Qualifications

Education and Experience: Graduation from an accredited college or university with a bachelor's degree.

OR

Graduation from an accredited college with an associate degree and two years of increasingly responsible procurement related work.

OR

Education equivalent to graduation from a standard high school and four years of increasingly responsible procurement related work.

Substitution of Experience for Education: Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Substitution of Education for Experience: Additional course work from an accredited college or university may be substituted for the required experience on a year-for-year basis.

Ideal Candidate

The Procurement Officer 1 is service-oriented, detail-focused, and thrives in a structured operational environment. They possess strong communication skills, excellent organizational abilities, and effective time management. Proficient in Microsoft 365 and highly comfortable with computer-based systems, they demonstrate reliability in supporting daily procurement activities across District and Region offices. They are adaptable to shifting priorities, responsive to operational needs, and effective at building cooperative relationships with internal stakeholders. They exercise sound judgment under established procurement procedures, resolve routine issues efficiently, and uphold documentation accuracy. The Procurement Officer 1 is committed to consistency and professionalism, they contribute to smooth, policy-compliant procurement operations and deliver responsive, customer-focused support.