

## 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 2**

Business Solutions Section  
\$50,376 – \$56,028 annually

#### **Job Overview**

The Procurement Officer 2 supports the Business Solutions Section by managing procurement activities and vendor relations to ensure the efficient acquisition of supplies, materials, equipment, and services. This position is based in a TDOT Region or District and provides procurement guidance, transactional support, and operational coordination to local staff across the Region, Districts, and maintenance facilities, ensuring consistency with statewide procurement policy. The Procurement Officer 2 oversees the bid process for goods and services under the threshold established by the Central Procurement Office (CPO), and for goods and services on statewide or agency term contracts. The Procurement Officer 2 assists in developing specifications for Informal Procurements that require three quotes and not already under contract. This position monitors vendor performance by documenting and reporting issues to the Procurement and Contracts Division (PCD), and implements cost-effective procurement strategies while mitigating risks.

This position enhances procurement efficiency through process improvements, receiving regular training, adhering and promoting PCD/CPO policy while collaborating with stakeholders for budget oversight, risk mitigation, and financial planning. The Procurement Officer 2 collaborates with TDOT's Headquarters (HQ) Procurement and Contracts Division, Business Solutions personnel, finance teams, and suppliers to align purchasing with operational needs. Additionally, it supports risk assessments, audits, and market research to refine vendor selection and long-term procurement strategies. The position reports to the Region Business Solutions Manager.

#### **Essential Job Responsibilities**

Manage procurement records in Edison, ensuring data accuracy, compliance, and alignment with TDOT's Procurement and Contracts Division (PCD), Central Procurement Office (CPO), state, and federal procurement regulations, including Federal Highway Administration (FHWA) guidelines.

Facilitate and oversee end-to-end procurement processes for Region and District-based operations, including materials, supplies, consumables, equipment, and emergency procurements. Ensure alignment with applicable procurement laws, TDOT Procurement and Contracts, Standard Operating Procedures, TDOT Asset Management Division, and risk mitigation practices.

Establish and manage vendor relationships to ensure quality, timely delivery, and contract compliance. Monitor vendor performance and resolve or escalate disputes.

Ensure procurement compliance by applying expert knowledge of purchasing policies and procedures. Support procurement audits, develop and implement corrective action plans, and enforce documentation standards for regulatory adherence. Provide technical guidance and support to Procurement Officer 1s, supporting consistency in transactional procurement practices and professional development within the Region.

Promote procurement process improvements by identifying workflow inefficiencies.

Support standardization of procurement processes by collaborating with the Region Procurement Liaison, PCD, and Region Business Solutions teams to align local practices with statewide priorities and policies.

Collaborate with Finance to monitor procurement expenditures and budget compliance. Track spending trends, identify cost-saving opportunities, and prepare financial reports to support data-driven decision-making.

Contribute to procurement strategy development, analyzing market trends and supplier capabilities as requested to align purchasing decisions with TDOT operational and material needs.

Assist in onboarding District personnel, providing guidance on procurement systems, compliance procedures, and proper documentation practices to ensure consistent application of procurement standards.

Provide exceptional customer service to project stakeholders by sharing data and acquired knowledge with Project Teams, 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 and one year of specialized experience at the level of Procurement Officer 1.

OR

Graduation from an accredited college with an associate degree and three years of increasingly responsible procurement related work including one year of specialized experience at the level of Procurement Officer 1.

OR

Education equivalent to graduation from a standard high school and five years of increasingly responsible procurement related work including one year of specialized experience at the level of Procurement Officer 1.

**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, there being no substitution for the required one year of specialized experience at the level of Procurement Officer 1.

### **Ideal Candidate**

The Procurement Officer 2 is service-oriented, adaptable, and thrives in a dynamic environment. They possess strong communication and organizational skills, are responsive to evolving operational needs, and excel at building effective relationships with internal stakeholders, including District staff and Region leadership. They maintain composure in fast-paced situations, apply sound judgment aligned with procurement policy, and work proactively to solve problems and streamline processes. They think strategically to improve procurement practices, manage competing priorities with efficiency, and leverage Microsoft 365 and other digital tools to support accurate documentation and informed decision-making. They embrace consistency while navigating the unique demands of Region operations and are committed to continuous learning and customer-focused service delivery.