



# **Transportation Program Monitor 1 (Training Officer)**

## **Advisory and Training**

**Summary:** Transportation Program Monitor 1 will assist the Advisory and Training Transportation Manager 1 in building a training curriculum and will provide training and development to various divisions and regions throughout the year. The training will include, but not be limited to, procurement (Foundations Training – Modules I through V), contracting development, and Edison/M3 applications. The target audience for this training will encompass Supervisors, Procurement Officers and Administrative Services Assistants in the field that are conducting procurement and contracting functions. This position will train on internal procurement standards to ensure policies, procedures and performance metrics are being followed.

The Transportation Program Monitor 1 will actively search for ways to improve procurement training as it applies to learning management software, Microsoft Teams, and SharePoint, so that they can deliver effective online training and create standards for compliance review. This individual will also assist in monitoring members with procurement roles so that they remain current with all the required procurement training. This position will be prepared to provide on the spot training, as needed, for individuals with difficulties in the procurement process. In addition, the Transportation Program Monitor 1 will have a basic understanding in compliance so that they can assist, if necessary, in supporting the future compliance program.

The Transportation Program Monitor 1 will stay current with all training provided by the Central Procurement Office in order to offer the most up to date processes and guidance by going to meetings and attending relevant courses. As the Procurement and Contracts Division develops additional procurement policies and standards, training aids will be created and delivered to all applicable personnel to ensure information/policies are effectively and timely shared. This position will be required to equip staff with the knowledge, practical skills, and motivation to carry out their work activities effectively.

**\*Special Note:** This position is intended to serve the Tennessee Dept. of Transportation, and its employees, at all locations across the State. However, this position will primarily support TDOT Regions 3 and 4. These Regions consist of Middle and West Tennessee.

### **Duties and Responsibilities include:**

- Confer with Advisory and Training Transportation Manager to create needed training objectives for end users and supervisors in the field.
- Assist in creating and delivering a range of e-learning packages (Microsoft Teams, SharePoint, etc.), designing and expanding training and lesson plans in various ways

that will relate to all users as they learn (e.g. Power Point, Workshops and using Edison)

- Help with the development and standardization of all documents created within the Procurement and Contracts Division so that standard communication and processes are adhered to for utmost efficiency and continuity of operations.
- Partner with other divisions and agencies as it relates to supporting efforts with PCD that includes Procurement, Contracts, Training, and Knowledge Management.
- Responsible for effective ways to enhance collaboration and information sharing through software applications such as Share Point.
- Provide updates to Advisory and Training Manager on any trends with customer support, information, and training needs for customers in the field.
- Remain knowledgeable on procurement, contracts, and Edison by attending training events within other agencies and outside Tennessee Government.
- Become well versed in compliance audit procedures in order to assist in conducting scheduled compliance audits as needed.
- Provides assistance, as needed, with answering inquiries from internal customers about how to use Statewide Contracts, how to perform Financial Supply Chain Management (FSCM) functions in Edison, and other procurement related general questions.

**Job Qualifications:**

1. Prefer one year minimum experience with Edison, specifically with the FSCM module.
2. Prefer one year minimum experience in procurement and/or contracts for Tennessee Government.
3. Strong communication skills with one to three years' experience in providing training to groups of 2 to 10 people minimum.
4. Proven administrative or administrative assistant experience.
5. Ability to multi-task while prioritizing and having sound time management skills in order to sustain daily operations.
6. Strong organizational and planning skills
7. Strong clerical skills with the use of latest software applications such as: Microsoft Outlook, Power Point, Excel, and Share Point.
8. This position will require approximately 10-15 percent travel within the state.

**Knowledge, Skills and Abilities Required:**

1. Dependability
2. Communication skills
3. Analysis and Assessment
4. Time Management
5. Attention to Detail
6. Initiative
7. Integrity
8. Teamwork
9. Developing Standards
10. Continuous Improvement mindset