

Correctional Program Director 1

Tennessee Department of Correction, Division of Budget & Fiscal Services

Salary Range: \$3498 to \$5598 per month

The Tennessee Department of Correction's (DOC) Division of Budget & Fiscal Services is seeking a Correctional Program Director 1 for its Purchasing Office. This executive service position reports directly to the Chief Financial Officer and serves as the department's Purchasing Officer.

This position directs the department's statewide contracting (Invitation to Bid) purchasing processes. Responsibilities include the direct supervision of three employees and oversight of 11 correctional and 17 community supervision purchasing employees. Qualified candidates should have proficient knowledge of the purchasing industry and Tennessee state government procurement processes.

The Correctional Program Director of Purchasing is the department's primary liaison between DOC and Tennessee Department of General Services (TDGS) Central Procurement Office (CPO). In addition, this position serves to continuously analyze DOC's procurement operations to provide strategic alignment, improved competitive procurement.

The Correctional Program Director reviews changes in the laws, rules and regulations governing state purchasing practices and determine the impact those changes will have on the organization, operations and services. The Correctional Program Director is responsible for the development, review, analysis, and implementation of departmental purchasing policy and procedures.

The Correctional Program Director must be able to perform important and difficult public contact and liaison work in dealing with state agencies, general public, and vendors; acts as the liaison with the Board of Standards related to requisitions, contracts, standard specifications, and recommended policies. Candidates must have strong oral and written communication skills with superior organizational skills and be able to work effectively as part of a team and independently with all levels of state staff as well as local government staff.

This position requires some statewide travel including and not limited to yearly site visits to all correctional and community supervision sites.

Education and Experience:

At a minimum, graduation from an accredited college or university with a Bachelor's Degree and five (5) years or more of full-time increasingly responsible professional experience in one or more of the following areas: (1) purchasing; (2) Commodity specification writing; (3) Product representation work; or (4) Information systems development.

Must be proficient in Edison (PeopleSoft), Excel, Word, Power Point and able to perform complex reconciliations and prepare complex financial activity reports.

To Apply: Submit a letter of application with complete resume including specific data regarding education, positions held, leadership roles, and salary history to: carolyn.fiedler@tn.gov

Closing: Resume/Application must be received on or before February 12, 2016.

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.