

Labor Contract Manager

Job Brief:

This class is responsible for procurement work of considerable difficulty and has supervisory responsibilities for purchases pertaining to contracts; performs related work as required. Is responsible for completing special contract requests, amendment request, human resources endorsement request, information technology endorsement request, clickwraps, contract/amendment templates, delegated grant authority templates, request for purchase templates (RFP), request for information, Fiscal Review Committee packets, as well as Central Procurement Office (CPO) and vendor communications. Assist divisions with all event elements of purchase. Write product specifications for use in bidding competitively with vendors for supplies, equipment, and services. Evaluate information to determine compliance with standards, analyze contract purchases to ensure they meet all department, state and federal guidelines and justify purchases through proper documentation. Guiding, directing, and motivating subordinates as well as establishing good working relationships and rapport with vendors.

Job Duties:

1. Provide executive level administrative support to an Assistant Administrators, Assistant Commissioners, Deputy Commissioner, or Commissioner.
2. Interprets basic federal and state laws, rules, and regulations for internal and external customers to facilitate compliance.
3. Interprets basic CPO rules and regulations for internal and external customers to explain parameters.
4. Continually communicates with state to ensure all areas of the procurement are accurate and completed timely.
5. Work to ensure that contracts are correct and beneficial to the department and the State of Tennessee.

6. Monitor contracts to ensure adequate funding and that contract services are maximized.
7. Monitors all contract periods for updates and expirations in order to ensure correct procedures are performed timely.
8. Develops professional working relationships with subordinates, co-workers, Central Procurement Office staff and external customers to promote a healthy work environment.
9. Cross-trains with co-workers in assigned job duties to ensure continuity of operations and improve succession planning.
10. Job duties as requested by the Assistant Administrator and Chief Financial Officer (CFO) of Fiscal Services.

Qualifications:

Preferred Education & Experience: Bachelor's degree in a related field with 2 years of full-time procurement experience, or 5 years of full-time procurement experience can be substituted.

Competencies:

1. Time Management
2. Perseverance
3. Problem Solving
4. Customer Focus
5. Ethics and Values

Knowledge:

1. Basic knowledge of mathematics
2. Basic knowledge of legal terminology

3. Basic knowledge of administration and management principles
4. Intermediate knowledge of Edison

Tools & Equipment:

1. Computer knowledge including Word, Excel, and PowerPoint
2. Telephone
3. Copier with print, scan, and fax capabilities

State of Tennessee Careers Portal Page:

If you want to search job openings for the entire State of Tennessee, [click here to visit the State of Tennessee Careers Portal](#).

To see all of the current job listings for our department (Labor & Workforce Development) on the Careers Portal page:

- In the Keyword box, type "Labor & Workforce Development"
- Leave the Location box blank
- Click "Find Jobs"