

Contract Director
Tennessee Department of Human Services
Division of Rehabilitation Services

The Tennessee Department of Human Services, Division of Rehabilitation Services is currently accepting resumes for Contract Director in the Tennessee Vocational Rehabilitation Services Program serving the employment needs of Tennesseans who have disabilities.

The Contract Director serves as a strong leader who will provide day-to-day administrative oversight in the development, program compliance monitoring and billing for all Program Contracts, Letters of Agreement and other vendor agreements within all applicable federal and state laws, rules and regulations in cooperation with departmental procurement officials. The Contract Director oversees a small statewide staff of program professionals and reports to the Director of Operations for the Division.

Minimum Requirements:

- Bachelor's Degree in Business OR a Human Services field
- Three years of experience successfully leading and supervising other professionals
- Prior experience managing medium to large budgets, contracts and development of program vendor agreements
- Prior experience with managing compliance with state and federal regulations and related statutes and rules.

Preferred Qualifications:

- Experience developing and implementing contracts, Letters of Agreement/Understanding that comply with federal and state, laws, policies and regulations related to the procurement of goods and services for a large statewide organization
- Experience with budget development and management within a state government setting
- Knowledge of the federal Workforce Innovation & Opportunity Act (WIOA)

The Contract Director will be required to travel statewide as needed with an office located in downtown Nashville, Tennessee.

Salary: Commensurate with qualifications

How to Apply:

Submit your letter of interest and resume detailing your experience in meeting the above requirements for the Contract Director position to:

Department of Human Services
Citizen's Plaza Building
400 Deaderick Street
ATT: Gina Burnett
Nashville, Tennessee 27243

You may email your resume:
Gina.Burnett@tn.gov

Deadline for submission:
August 30, 2016