

<b>Job Title:</b>	<b>Attorney 3 – Director of Contracts</b>	<b>Job Category:</b>	Executive Service
<b>Department/Group:</b>	ECD/Legal	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Nashville, TN	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Commensurate of education and experience.	<b>Position Type:</b>	Full-time
<b>Anticipated Start Date:</b>	As Soon As Possible	<b>Posting Expires:</b>	Once Filled
<b>Resumes Accepted By:</b>			
<p><b>E-MAIL:</b></p> <p><a href="mailto:Ecd.jobs@tn.gov">Ecd.jobs@tn.gov</a></p> <p>Subject Line:</p> <p><b>Attention:</b> HRO: Attorney 3 – Director of Contracts</p>			
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>The Attorney 3 – Director of Contracts provides general legal services to agency of 100+ employees as part of three-person legal staff. Primary responsibilities include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Manages all agency grant contracts, professional service contracts, and ad hoc agreements.</li> <li>• Drafts professional service contracts; drafts grants with government entities, quasi-government entities, and non-profit and for-profit entities through various departmental programs, including FastTrack, rural development, and federal programs; drafts interagency contracts; drafts contracts and grants with higher education institutions; drafts all grants and contracts for the Tennessee Film, Entertainment and Music Commission.</li> <li>• Negotiates grant and professional service contracts with parties ranging from government entities to multinational corporations.</li> <li>• Drafts and negotiates clawback agreements for certain incentive grants; oversees clawback agreement reporting and compliance.</li> <li>• Assists Special Projects Coordinator and State Building Commission staff with drafting contracts and amendments and management of ECD capital projects.</li> <li>• Ensures compliance with all state laws, rules, and policies throughout the contracting process, including drafting rule exceptions, special contract requests, and other documents as needed.</li> <li>• Oversees Contract Specialist, who assists in managing agency grant contracts and professional service contracts.</li> <li>• Oversees procurement of goods and services to ensure compliance with all state laws, rules, and policies; drafts small purchase agreements for goods and services within local purchase threshold.</li> <li>• Works with Central Procurement Office to prepare and manage all Requests for Proposals (RFPs) to enable department to procure services in consultation with program staff within department as well as other government agencies.</li> <li>• Serves as agency contact with Central Procurement Office, Department of Finance and Administration, and Office of the Comptroller with respect to all contracts, grants, and procurements.</li> </ul>			

- Manages and conducts agency open records requests under the Tennessee Open Records Act in coordination with Communications and Marketing staff.
- Conducts legal research and drafts memos as requested by General Counsel.
- Serves as agency Title VI Coordinator; collects compliance data from all divisions of department; conducts Title VI meetings/training with departmental staff, grantees, and contractors as needed; prepares annual Title VI Implementation plan as required by the Tennessee Human Rights Commission.
- Manages and conducts agency open records requests under the Tennessee Open Records Act.
- Represents the department in meetings with legislators and other state government officials as needed.
- Conducts regular agency contracting and procurement training.
- Completes other tasks as assigned by General Counsel.

#### **EDUCATION REQUIREMENTS AND QUALIFICATIONS:**

##### **Education and Experience:**

- J.D. degree from accredited law school
- Current license to practice law in Tennessee

##### **Minimum Qualifications:**

- Strong written and oral communication skills
- Strong organization and time management skills
- Analytical ability and strong attention to detail
- Strong computer skills (will be required to use Microsoft Word/Excel, PeopleSoft Edison, and Microsoft Dynamics CRM on a daily basis)

#### **ADDITIONAL NOTES**

**About The Department of Economic & Community Development:** The Department of Economic & Community Development (ECD) is focused on helping achieve Governor Haslam’s goal of making Tennessee the No. 1 location in the Southeast for high quality jobs. ECD seeks to recruit new businesses to locate in the state and to assist existing businesses grow their Tennessee workforce. The department works with a diverse set of constituencies including businesses, local governments, other state agencies and regional economic development groups to equip Tennessee communities with business-ready infrastructure and workforce to succeed in the 21st century global business environment.