

**WHO WE ARE:**

The Tennessee Department of Correction operates and oversees 14 adult prisons across the state, housing some 21,000 offenders. In the community, TDOC supervises 79,000 offenders on probation, parole, or community corrections. The department operates 44 probation/parole offices in 13 districts across the state.

**WHAT WE DO:**

The Tennessee Department of Correction operates safe and secure facilities and provides effective community supervision in support of successful reentry.

**FOR MORE INFORMATION:**

<https://www.tn.gov/correction/eo/choose-a-career.html>

**HOW TO APPLY:**

Applications and resumes may be submitted online. Visit:

<https://stateofnccareers.ttcportals.com/search/jobs> to create an account and submit an application.

Questions? Email: [TDOC.Employment@tn.gov](mailto:TDOC.Employment@tn.gov)

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace.*

*It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*

**OVERVIEW**

Under the direction of the Director of Procurement, the Regional Procurement Director – West Region serves as a subject matter expert for goods and non-professional services procurement. This role ensures compliance with state policies, supports procurement strategy, and partners with institutional staff across the region. Regular site visits are required; therefore, candidates residing in the West Region of the state are strongly preferred.

**QUALIFICATIONS**

- Experience with State of Tennessee procurement processes and Central Procurement Office (CPO) requirements
- Strong background in public sector or large-scale procurement operations
- Demonstrated ability to analyze spend data and implement cost-saving initiatives
- Experience managing supplier relationships and resolving vendor performance issues
- Familiarity with Edison or similar enterprise procurement systems
- Strong communication and training experience, particularly with multi-site teams
- Ability to travel frequently within the West Region; residency in West Tennessee strongly preferred
- Bachelor's degree in business, supply chain management, public administration, or related field (or equivalent experience)

**Key Responsibilities**

- Provide regional procurement support and guidance to institutional staff
- Review specifications, purchase orders, and contracts for compliance and standardization
- Analyze spend data and recommend cost-saving opportunities
- Track performance metrics and support reporting efforts
- Resolve supplier issues and maintain effective vendor relationships
- Support development and implementation of procurement policies and training materials
- Ensure compliance with Central Procurement Office (CPO) requirements
- Manage the procurement lifecycle, including solicitations, evaluations, and contract administration
- Conduct required site visits to support facilities and identify process improvements
- Assist with supplier onboarding and Edison registration support
- Collaborate with internal teams on purchasing and inventory decisions
- Participate in procurement workshops and ongoing professional development initiatives.