

DGS PROCUREMENT COMPLIANCE SPECIALIST

JOB SUMMARY

The Procurement Compliance Specialist executes compliance audits based on procurement laws, policies and procedures as well as established agency procurement performance benchmarks. The Procurement Compliance Specialist must quickly develop a strong understanding of all procurement methods, procedures and activities, compliance standards and criteria and must be able to use the available procurement data tools to carry out the compliance audits. In addition, the Procurement Compliance Specialist compiles comprehensive reports of audit findings for the Team Lead and Department Director. This position reports to the Procurement Team Lead.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Audits procurements conducted within agency delegated authority, purchasing card utilization and compliance monitoring with statewide contracts, as well as other audit criteria prescribed by the Team Lead and Department Director
- Possesses and demonstrates strong knowledge of policies, procedures and execution strategies for multiple solicitation methods including Request for Proposal, Invitation to Bid, Multi-step Bidding, Competitive Negotiation and Informal Bid
- Conducts audits by analyzing data reports and conducting on-site agency visits
- Prepares timely and comprehensive audit findings reports within established templates
- Analyzes audit findings and recommends next steps for improved agency procurement performance
- Works closely with other central procurement teams in support of compliance audit activities
- Builds and manages business relationships with agency procurement staff and central procurement training specialists to understand training goals and performance expectations

MINIMUM QUALIFICATIONS

- Completion of a four-year Bachelor's degree from an accredited college or university
- OR
- Experience performing procurement, contract, compliance or quality assurance activities can substitute for the degree up to four years.

PREFERRED QUALIFICATIONS

- Experience within a compliance or quality assurance program
- Proficiency with Microsoft Office, specifically with Excel
- Developed organization and analytical skills
- Excellent presentation skills
- Excellent communication skills, both verbal and written
- Demonstrated skills using Oracle, PeopleSoft 9.1, or other enterprise procurement systems
- Thorough understanding of public sector procurement practices and processes

To apply, please submit a cover letter and resume to Helen.Crowley@tn.gov

****The State of Tennessee is an Equal Opportunity Employer.***

****Requests for ADA accommodation should be directed to the Human Resources Office @ 615-253-3966.***