

Fiscal Director 2, serving as Director of Contracts

The Division of TennCare is seeking a Fiscal Director 2 to serve as Director of Contracts.

Major duties and responsibilities for this position include, but are not limited to, the development and procurement of RFPs, RFIs, contracts, grants, and amendments, as well as planning and overseeing all procurement related scheduled events. This position works closely with the Department of General Services, Central Procurement Office, the Office of the Comptroller, and the Fiscal Review Committee of the General Assembly to guide contracts and amendments through the state contracting system. Candidates must possess a thorough working knowledge of state contracting rules as well as an in-depth understanding of TennCare and its numerous complex programs. Of paramount importance is the ability to maintain a positive working relationship with numerous high-level officials, including but not limited to members of the General Assembly, staff of the Comptroller's Office, and Division of TennCare Program Directors.

This position ensures accuracy of administrative payment processes including vendor payments, along with calculating and reviewing financial transactions of TennCare's approximately 150 contracts and grants that are outside of the managed care program.

This position also includes supervision of two (2) additional positions.

Candidates for consideration must possess a bachelor's degree from an accredited college or university. Experience equivalent to five or more years of full-time professional fiscal services is required, with a strong preference given to direct experience in the management of competitive procurement and contract management processes for the State of Tennessee.

Qualified candidates should send their resume to marsha.thibault@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.