
Job Opportunity: Facility Administrator 3

The Department of Human Services (DHS) is responsible for administering numerous programs and services to nearly two million Tennesseans, including but not limited to, Families First, the state's Temporary Assistance for Needy Families (TANF) program, Supplemental Nutrition Assistance Program (SNAP, formerly known as the Food Stamp program), Child Support, Child Care Licensing and Assistance, Adult Protective Services, and Rehabilitation Services. DHS has nearly 20 funding streams and operates a budget over \$3 billion, employing nearly 5,000 team members in over 100 locations statewide.

Position:

DHS seeks a dedicated and innovated professional with proven leadership skills and experience in facility administration for the classification of Facility Administrator 3 (FA3). The monthly salary range for the classification is \$3,924 – \$4,424. The FA 3 position is based in Nashville, Tennessee.

Duties & responsibilities include, but not limited to the following:

- Responsive to the needs of departmental, county, and facility staffs.
- Partner with leadership and county offices to ensure DHS facilities are well maintained and meet the needs of the employees and clients.
- Manage high volume of facility requests and track completion.
- Organize and prioritize multiple assignments and initiatives with a high degree of accuracy and timeliness.
- Generate and implement a comprehensive safety and health plan to safeguard DHS staff.
- Coordinates all facility needs at Citizens Plaza State Office building as well as over 100 county offices throughout the State of Tennessee.
- Partner and develop strong working environment with the Department of General Services to streamline operations and advance initiatives.

Desired Education & Experience:

A bachelor's degree in a relevant field and three (3) years of experience in the management and administration of multiple facilities; or a minimum of seven (7) years of experience in the management and administration of multiple facilities may be considered if a candidate does not possess the degree requirement.

Send Resume to: becky.r.parker@tn.gov

Closing Date: Friday, August 12, 2016

The State of Tennessee is an Equal Opportunity Employer
