



Tennessee Department of Environment and Conservation  
Office of Talent Management  
Assist Director/Professional Development Central Operations  
Annual Salary Range: \$\$62,484 - \$112,452

### **About the Tennessee Department of Environment and Conservation (TDEC)**

The Department exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment by:

- Safeguarding the health and safety of Tennessee citizens from environmental hazardsProtecting and promoting human health and safety.
- Protecting and improving the quality of Tennessee's land, air, and water.
- Managing the system of 56 Tennessee State Parks and 83 Natural AreasConserving and promoting natural, cultural and historic resources.
- Providing a variety of quality outdoor recreational experiences.

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from fees for services, state parks revenue, federal sources, and the state general fund. TDEC is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has a central office in Nashville, an office in Oak Ridge, TN, and has eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

### **About the Office of Talent Management**

The Office of Talent Management mission is to improve the quality of TDEC's workforce by providing learning and development opportunities to enhance the skillset of all employees that are critical to their success, to partner with TDEC leadership to underwrite employee development programs supporting our formal succession process, and collaborate with TDEC's Division of Human Resources to enhance the recruitment process by implementing "best practices" for interviewing, recruiting, and on-boarding new employees.

### **Summary of Position**

The Assistant Director/Professional Development Central Operations will work with Department leadership to provide professional development and training resources to support a highly skilled customer focused professional staff. Based at the TDEC Nashville Central Office, this position is a state-wide position and will require some overnight travel.

### **Principal Duties and Responsibilities**

- Construct aligned, competency based educational programs that focus on a unified approach managing key professional development initiatives to equip staff with skills and abilities that are critical to their success in their job function and have strategic and organization-wide impact.
- Initiate, create and develop a needs assessment process and a customized instructional design process with appropriate delivery methods and post training evaluations to enable a broader and more systemic approach to building the TDEC workforce.
- Continuously seek and support creative new approaches to learning to ensure the organization has the staff to support the mission and vision of enhancing the quality of life for the citizens of Tennessee and to be stewards of our natural environment.
- Work with TDEC leadership team in all divisions to drive the succession planning process and individual employee development process to enhance the bench strength of all TDEC business units.

### **Knowledge, Skills and Abilities**

- Is dedicated to meet the expectations and requirements of internal and external customers. Establishes and maintains effective relationships with customers and gains their trust and respect. Models effective performance for business partners to provide a role model, encourage success in others and enhances trust.
- Competent designing and delivering adult-learning educational workshops with appropriate materials.
- Proactive, self-directed and dedicated to continuous improvement of all employment levels to achieve strategic goals of the department.
- Knowledgeable of best practices in business and organizational development.
- Demonstrates high integrity and good judgment.
- Is task oriented and self-directed; able to break down work into the process steps; develops schedules and anticipates/adjusts for problems and roadblocks. Measures performance against goals and evaluates results.
- Respects and embraces diversity in the workforce. Manages all kinds and classes of people equitably.

### **Education / Experience:**

Bachelor's degree from an accredited college or university in Human Resources, Adult Education, Business Management, Psychology, Organizational Development or related field, and 5 years' experience in training and development or related experience. Master's degree in Organizational Development, Leadership or Business Administration preferred.

All interested candidates should submit via email ([TDEC.Careers@tn.gov](mailto:TDEC.Careers@tn.gov)) resume and cover letter to Beth Smith, Director, Office of Talent Management. The position will remain posted until June 6, 2016. Candidates who are selected for the interview process will be require to make a ten minute training presentation on the subject of their choice. The candidate is not required to have handouts but may bring supportive materials. Additional questions regarding the position should be sent to [TDEC.Careers@tn.gov](mailto:TDEC.Careers@tn.gov).

**Beth Smith, Director, Office of Talent Management**

Tennessee Department of Environment and Conservation

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TDEC is an AA/EEO/ADA equal opportunity employer.