
Job Opportunity: Facility Administrator 3

The Department of Children's Services (DCS) is Tennessee's public child welfare agency. The Department investigates allegations of child abuse and neglect. We also administer the state's foster-care system and we work especially hard to find permanency for the children and youth who come into our care, whether that is through reunification or adoption. Our Juvenile Justice division serves the youth who have been adjudicated delinquent and we work closely with scores of private providers and community partners across the State of Tennessee. DCS employs over 4,000 team members.

Position

DCS seeks a dedicated and innovated professional with proven leadership skills and experience in facility administration for the classification of Facility Administrator 3 (FA 3). The monthly salary range for the classification of FA 3 is \$3,885 - \$6,993 (Salary Grade: ESPP 109).

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

- Serve in the working title and capacity as the Director of Facilities Administration for the agency
- Responsive to the needs of departmental, regional, and facility staffs
- Manage a dynamic, responsive work force to partner with the Regions to ensure Facilities are well maintained and meet the needs of the customer.
- Knowledge of Alternative Workplace Solutions and be able to take a Leadership role on this initiative for DCS
- Provide oversight of Security Management for field offices
- Maintain DCS policies and procedures pertaining to physical security
- Partner and develop strong working environment with 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: tracy.m.plaskett@tn.gov

Closing Date: Friday, March 4, 2016

The State of Tennessee is an Equal Opportunity Employer