

Job Title:	Grants Analyst 3	Job Category:	Executive Service
Department/Group:	ECD/Rural Development	Job Code/ Req#:	
Location:	Nashville, Tennessee	Travel Required:	Yes
Level/Salary Range:	Commensurate of education and experience.	Position Type:	Full-time
Anticipated Start Date:	As soon as position filled	Posting Expires:	TBD
Resumes Accepted By:			
E-MAIL: (PREFERRED) Ecd.jobs@tn.gov Subject Line: Attention: Human Resource Director Re: Grants Analyst 3		MAIL: TN Department of Economic and Community Development 23 rd Floor William Snodgrass Tennessee Tower 312 Rosa L Parks Avenue Nashville, TN 37243	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Under the supervision of the Federal Grants Program Director of Rural Development for the Department of Economic and Community Development, the Grants Analyst 3 position is responsible for:</p> <ul style="list-style-type: none"> • <i>Evaluating information to determine compliance with standards</i> • <i>Monitor processes, materials and/or surroundings</i> • <i>Monitoring and controlling resources</i> • <i>Processing information</i> • <i>Analyzing data and/or information</i> • <i>Documenting/recording information</i> • <i>Communicating with persons outside the agency</i> • <i>Performing administrative activities</i> • <i>Organizing, planning and prioritizing work</i> <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of full-time increasingly responsible professional grants analytic work.</p> <p>Substitution of Education for Experience: Additional graduate coursework in business administration, public administration, or other related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.</p> <p>Substitution of Experience for Education: Qualifying full-time professional grants analytic experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years (36 quarter hours/24 semester hours is equivalent to one year).</p> <p>OR</p> <p>Four years of increasingly responsible professional grants analytic experience with the State of Tennessee.</p>			

PREFERRED SKILLS:

- Strong time management skills.
- Ability to work as part of a small team.
- Ability to multitask.
- Aptitude to serve with a focus on excellence in customer service.
- Strong oral and written communication skills. A writing sample may be required.
- Mastery of Microsoft Office products (excel, access, word, outlook).
- Strong critical thinking and analytical skills.

ADDITIONAL NOTES

About The Department of Economic & Community Development: The Department of Economic & Community Development (ECD) is focused on helping achieve Governor Haslam’s goal of making Tennessee the No. 1 location in the Southeast for high quality jobs. ECD seeks to recruit new businesses to locate in the state and to assist existing businesses grow their Tennessee workforce. The department works with a diverse set of constituencies including businesses, local governments, other state agencies and regional economic development groups to equip Tennessee communities with business-ready infrastructure and workforce to succeed in the 21st century global business environment.