



## **Tennessee Department of Environment and Conservation**

Recreational Services Specialist

Division of Recreation Educational Services, Knoxville, TN

Annual Salary Range: \$42,720 - \$76,872

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

The department is responsible for:

- Safeguarding the health and safety of Tennessee citizens from environmental hazards;
- Protecting and improving the quality of Tennessee's land, air, and water, and

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from dedicated fees and state parks revenue, federal sources, and the state general fund. The department 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 eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

### **Summary & Distinguishing Features**

This position is responsible for assisting in the development of parks and recreation delivery systems for public and private industries. This assistance includes assessing current recreational delivery system and future recreational needs, administering proposed, current and past federal and state grant-funded projects and services, and training clients on park and recreation issues and trends. The position will require overnight travel within a multi-county area.

### **Duties and Essential Functions**

The Recreational Services Specialist primary responsibilities include:

- Oversees the development and maintenance of grant projects for stipends to be awarded. Coordinates scoring, ranking of grant applications, and ensures all grant projects meet Americans with Disabilities Act (ADA) standards and compliance with state and federal laws.
- Verifies that grant project inspection reports meet and maintain state and federal compliance. Reviews grant manuals and guidelines for errors and revisions. Has oversight for continuity of grant recipients' records and files are accurate and in compliance. Ensure established time-lines are met.
- Reviews and comments on any grant contractual changes (e.g. a request for a budget amendment).
- Initiates and directs the development of special park recreation projects and events.
- Communicates with stakeholders to outline the goals and objectives of special park or recreation projects and development and assists in the development of communication strategies and tools for the information to external stakeholders.
- Collaborates with senior management to establish division policy and procedures.
- Oversight of assigned clerical staff determining appropriate work assignments that support the

needs of the division.

- Compiles and develops legislative reports. May serve as an expert witness in court to provide testimony on technical issues related to an agency's recreation delivery system; answers inquiries from legal counsel

### **Competencies**

- Competent at evaluating workload to determine priority of each task and time to complete.
- Has knowledge of state and federal guideline requirements for recreation delivery system compliance.
- Comfortable evaluating validity of programs and making recommendations to enhance existing programs and offer suggestions for future opportunities.
- Knowledge of real estate transactions involving state properties established with federal grant funds.
- Financial knowledge: budgeting, operational costs, and project management costs.

### **Qualifications**

Graduation from an accredited college or university with a Bachelor's Degree in one or a combination of the following: park resources, recreation, or leisure services with experience equivalent to two years of professional work in the areas of parks, recreation, and/or leisure services. It is desired that the candidate's experience include developing recreation delivery systems, and/or supervising or managing park, recreation, or leisure programs. Other Bachelor's degrees will be considered with experience equivalent to three years of professional work in the area of parks, recreation, leisure services and/or municipal and county government, two of which must include developing recreation delivery systems; and/or supervising or managing park, recreation, or leisure programs.

Consideration may be given to candidates who have graduated from an accredited college or university with an Associate's degree in one or a combination of the following areas of study as noted above plus experience equivalent to four years of professional work in the areas of parks, recreation, and/or leisure services, two of which must include developing recreation delivery systems; and/or supervising or managing park, recreation, or leisure programs.

This position will also require the ability to receive a current Certified Parks and Recreation Professional certification (CPRP) upon or within six months of appointment to this position; and a current Certified Playground Safety Inspector certification (CPSI) upon or within one year of appointment to this position.

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 October 21, 2016. 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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Nashville, TN 37243

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