

## Who we are:

The Department of Environment and Conservation exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment.

Our Department is committed to providing a cleaner, safer environment that goes hand-in-hand with economic prosperity and increased quality of life in Tennessee. We deliver on our mission through managing regulatory programs that maintain standards for air, water and soil quality while providing assistance to businesses and communities in areas ranging from recreation to waste management. We manage the state park system and programs to inventory, interpret and protect Tennessee's rich natural, historical, and archaeological heritage.

## About the Office of Energy Programs:

The TDEC Office of Energy Programs (OEP) serves as the State Energy Office and provides education, outreach, technical assistance, and/or funding and financing opportunities for the following:

- energy efficiency;
- energy management;
- renewable energy;
- energy security planning, preparedness, and response; and
- energy in transportation (alternative fuels and sustainable transportation).

OEP's Energy in Transportation team promotes and educates Tennessee citizens about alternative fuels, advanced vehicle technologies, and sustainable transportation options. By prioritizing and educating citizens regarding the aspects of energy use in transportation, OEP seeks to reduce energy costs within the transportation sector, increase the energy efficiency of the transportation sector, enhance resiliency and emergency preparedness through diversification of available fuels, and promote economic growth with improved environmental quality.



## Grants Analyst 2 Office of Energy Programs

**Annual Salary Range: \$38,472 – \$61,524**

Looking for an opportunity to work with a collaborative team in Tennessee State government? Interested in protecting our environment and supporting clean energy efforts, public health, and air quality? The Office of Energy Programs has a position in our Central Office, Nashville, TN who will work with a diverse team as well as directly with our stakeholders and partners. We have a Grants Analyst 2 position that supports our Energy in Transportation team. The position will contribute to various programs and initiatives focused on increasing the deployment of alternative fuels, advanced vehicle technologies, and sustainable transportation options. Currently, TDEC employees are working in alternative workspaces from their home with the flexibility to have scheduled time in the Central Office.

This position requires a proficient knowledge of Microsoft Office 365, minimum of one year experience managing programs or projects, writing technical documents, and/or providing technical assistance. Preferred candidates will have a working knowledge of grant management tracking databases. We are seeking someone with great customer service skills and the ability to conduct educational outreach with internal and external customers. Preferred applicants will possess a Bachelors' degree in a related field such as environmental science, transportation planning, engineering, marketing, communications, or business. To apply for this position visit: <http://www.tn.gov/careers>.

## Highlighted Responsibilities:

- Support a variety of Energy in Transportation programs and initiatives such as fleet vehicle replacement grants, Drive Electric TN Consortium, the TN Electric Vehicle Fast Charge Corridor.
- Research, plan, create and implement grant programs. Provide technical assistance to grantees and vendors and monitor compliance with grant guidelines and applicable State and federal rules and regulations.
- Track grants through the Grants Management System. Provide detailed reports as scheduled or upon request.
- Collaborate with and provide assistance to the Middle-West Tennessee Clean Fuels Coordinator on projects or tasks related to advancing sustainable transportation and adoption of alternative fuels and advanced vehicle technologies.

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*