

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.

We foster a work environment that's inclusive as well as diverse, where our people can be themselves. Every idea and perspective is valued so that our culture reflects the people we serve.

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 Tennessee State Parks:

From its beginning in 1937, Tennessee State Parks were established to protect and preserve the unique natural, cultural, and historic resources of Tennessee. The public interest has also been served by a variety of benefits for citizens and communities produced by our state park system, promoting stronger communities and healthier citizens across the state through diverse resource-based recreation while conserving the natural environment for today and tomorrow – preserving authentic Tennessee places and spaces for future generations to enjoy. As stewards of the resources in our parks, we seek to manage Tennessee's state parks in order to preserve and protect valued resources and to provide a balance of services and benefits for the enjoyment of the people.



Department of
**Environment &
Conservation**



Database and GIS Manager – Lands Management Team Bureau of Conservation Annual Salary Range: \$53,400- \$79,896

Are you looking for an opportunity to make a significant impact in helping conserve some of the most remarkable places within Tennessee? We have an outstanding opportunity to work with our Lands Management Team in Nashville, TN. The Data Specialist position works directly with our Real Property managers, assisting them with land transactions, title research, and data.

The preferred candidate will possess a strong work ethic, be comfortable working with diverse stakeholders, and be competent to handle multiple daily tasks and assignments. Preferred candidates will have knowledge of working with geographic information systems (GIS). The position requires excellent attention to detail and organizational skills. The position will communicate with state, local, and federal agencies, non-governmental organizations, and contractors on BoC programs and projects regarding status reports, process concepts, data collection, and land acquisition processes. Candidates must meet the minimum qualifications (MQs) for this position. For MQs and how to apply, please visit <http://www.tn.gov/careers>.

Highlighted Responsibilities:

- Work directly with park managers, lands division teammates, and other stakeholders to coordinate property acquisitions and dispositions.
- Conduct deed research.
- Draft leases, easements, and deeds.
- Update and maintain the real property database.
- Correspond via email, phone, and electronically with different county court clerks' offices and other government officials.
- Prepare detailed reports.
- Provide assistance and coordination with land acquisition/disposal processes.
- Responsible for Title research work and updating property descriptions.
- Digitize/georeference CAD data or surveys and create a GIS file.
- Production of mapping products specific to the Land Management Team, create maps of deeds, and production of description (metes and bounds) or polygons.

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.