



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 Operational Administrative Services (OAS):

The Operational Administrative Services Division (OAS) is comprised of Procurement, Grants and Contracts Management, Fleet and Asset Management, and Financial Assurance. All sections, work collaboratively to provide support for TDEC's fiscal success. OAS also works collaboratively with other administrative divisions such as the Office of General Counsel, Internal Audit, Office of Policy, Real-estate and Records Management, Office of Policy and Sustainable Practices, Office of Energy Management, and People and Organizational Development.

Admin Services Assistant 3 Operational Administrative Services Grants & Contracts

Annual Salary Range: \$34,884 – \$55,836

Looking for an opportunity to work with a collaborative diverse team in Tennessee State government? Interested in protecting our environment, public health and water quality? This may be the perfect administrative opportunity for you. The position supports the Department through Grant contract management within our Edison software system and Grants management System (GMS). The Operational Administrative Services team has a position in our Central Office in downtown Nashville, TN working daily in the office, with technical and administrative staff. The ASA 3 works closely with internal customers to ensure grant deadlines and specifications are being met along with our legal division.

The preferred candidate will possess a strong work ethic, is comfortable working with diverse teams, and competent to effectively handle multiple tasks and assignments daily. This position provides administrative support functions requiring a strong knowledge and use of Microsoft Office 365 Word, Excel, and Outlook. To apply for this position: <http://www.tn.gov/careers>.

Highlighted Responsibilities:

- Review and enter grant contracts within Edison and GMS.
- Run reports on grant contracts to ensure grant language is being met along with reimbursement deadlines.
- Maintain a strong professional relationship with the GMS vendor, SmartSimple, and any other sub-contractors involved.
- Attend routine meetings with grant managers within TDEC for collaboration, training, and general information distribution.
- Develop and maintain system reports to serve as tools for measuring success and gauge any needs for improvements.
- Manage the section's centralized email inbox and SharePoint site as a means for providing up-to-date information and efficient customer service.

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.