

## 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 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.

## Mission Statement:

To provide professional, effective management and stewardship of the park and all its resources; present compelling interpretation of the park's story and resources; provide opportunities for safe enjoyable outdoor and recreational experiences to all park visitor; provide a safe and inspiring workplace for all park employees and volunteers; manage all park operations to be as efficient and cost effective as possible; and to partner with local community leaders to bring a positive economic impact to the area surrounding the park.



## TDEC Administrative Services Assistant 3 Middle Tennessee State Parks Annual Salary Range: \$34,884 – \$55,836

Are you looking for an opportunity to work with Tennessee State Parks? Our State Parks are among the most beautiful parks in the United States. This position administrative position supports park management and park administrative staff in 19 Middle Tennessee State Parks. The position is based out of our Central Office in Nashville, TN but will primarily function working from an alternative workspace from home with the flexibility to have scheduled time in an assigned office that may be located at an Area 3 or 4 State Park.

The preferred candidate will have experience performing a wide variety of administrative functions and have competent knowledge using Microsoft 365 Office products and SharePoint. We are seeking a candidate who has excellent computer knowledge, customer service and time management skills and can effectively communicate with a diverse internal and external customer base. Preference will be given for candidates who possess a strong working knowledge of state procurement processes and is comfortable teaching and training others on state processes. This position requires day travel to the assigned area State Parks as well as some overnight travel for conferences and training meetings. To apply for this position: <https://www.tn.gov/careers>.

### Highlighted Responsibilities:

- Provide administrative support to Area 3 and 4 Area Managers as well as support administrative team members at each of the assigned 19 parks.
- Serve as a liaison between the parks and third-party vendors responsible for all reservations and retail sales within parks.
- Provide basic technology support to assigned parks and track technology inventory using Microsoft Excel spreadsheets or appropriate databases.
- Host statewide in person or virtual quarterly administrative trainings as well as conferences that may require overnight stays depending on the nature and location of the conference.
- Monitor Customer Service Data; ensure parks are responding to ReviewPush notifications.
- Schedule meetings using Microsoft Teams.
- Perform records management functions per state policies

*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.*