

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 Division of Air Pollution Control:

The Division implements the Tennessee Air Quality Act and delegated programs of the federal Clean Air Act, working to maintain the purity of Tennessee's air resources consistent with the protection of human health, general welfare and physical property of the people, maximum employment and the full industrial development of the state. The Division serves 91 counties within Tennessee and oversees local air programs in Davidson, Hamilton, Knox and Shelby counties. The Division operates an ambient monitoring network, provides air quality forecasting, establishes emission standards and procedural requirements for industries through the issuance of construction and operating permits, and ensures compliance by inspecting facilities and verifying compliance with issued permits or pursuing enforcement to ensure the facility returns to compliance in a timely manner.



Administrative Services Assistant 4 Division of Air Pollution Control Nashville Central Office 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, public health, and air quality? The Division of Air Pollution Control has a position in our Nashville, TN Central Office.

This position requires strong administrative and customer service skills as well as knowledge in managing and developing teams. The preferred candidate will be competent to work in a self-directed environment and comfortable handling multiple tasks and assignments daily. The position demands a thorough knowledge and use of Microsoft Office 365, web posting knowledge, as well as using a variety of tracking databases. To apply for this position please visit: <https://www.tn.gov/careers>.

Highlighted Responsibilities:

- Supervise, train and mentor the administrative support staff responsible for providing general office support including but not limited to mail processing, receptionist duties, correspondence tracking, division's web presence, and support for the Air Pollution Control Board.
- Support the Division's billing process by maintaining global interface application (GIA) customer data and updates to billing contacts using internal databases.
- Process human resource documents, assist hiring managers by making timeline suggestions, assist with interviews, and work collaboratively with Human Resources to ensure transactional processes are completed.
- Oversee the Division's public and confidential files.
- Support the Division's staff as the Edison Power User for time reporting. Serve as the Division's business administrator.
- Work with administrative team management to determine business unit development, manage workload and develop strategies around enhancing processes to achieve the Division's goals.

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.