

Who We Are:

The Department of Environment and Conservation (TDEC) 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 Division of Stakeholder Engagement, Office of Recovered Materials (ORM):

The Division of Stakeholder Engagement engages and empowers stakeholders to advance TDEC's mission through collaborative support, technical assistance, and community-focused solutions. Within the Division, the Office of Recovered Materials (ORM) supports Tennessee's 72 solid waste planning regions and 95 counties by administering grants and providing guidance that advances waste diversion, recovered materials management, and recycling statewide. ORM helps local governments, nonprofits, and other partners strengthen infrastructure, meet state planning requirements, improve annual reporting and needs assessments, and make progress toward the goals of Tennessee's Solid Waste Management Plan.



Data Producer **Division of Stakeholder Engagement** **Office of Recovered Materials, Grants Administration** **Nashville Central Office** **Annual Salary Range: \$48,684 – \$73,188**

Looking for an opportunity to work with a collaborative team at the Tennessee Department of Environment and Conservation (TDEC)? The Division of Stakeholder Engagement's (DSE) Office of Recovered Materials is seeking a Data Producer to join their team in the Nashville Central Office to review, analyze, and rate grant proposals, as well as other grant-related activities. This position offers the opportunity to work with diverse stakeholders across multiple State and Federal agencies, interact with both internal and external customers, and has the flexibility to work from home on scheduled days after a probationary period.

The ideal candidate will be able to utilize Smart Simple Grant Management System and Microsoft Office 365 products, such as Word, Excel, Access, and Outlook. Candidates must possess a bachelor's degree from an accredited college/university and two years of full-time professional grants analytic work. Preferred candidates will have experience within the State of Tennessee's procurement functions of Edison. Candidates must possess a valid driver's license and be able to travel daily, with occasional overnight stays. Candidates must meet the minimum qualifications (MQs) for this position. For MQs and how to apply, please visit <https://www.tn.gov/careers>.

Highlighted Responsibilities:

- Review documentation for grants to ensure compliance with grant conditions.
- Enter and review grant data into the Grant Management System (GMS) and review for accuracy.
- Provide any required administrative support for awarded grants.
- Assist prospective grant recipients to fully understand the provisions of contracts, grants, and matters pertaining to the proper submission of grant actions.

Highlighted Responsibilities (continued):

- Assure stakeholders are properly informed of grant contract terms, conditions, and scopes of services.
- Assist with statewide training, such as, but not limited to, the grant application process for stakeholders.

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.