

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 Solid Waste Management:

The Division of Solid Waste Management is responsible for protecting the health and environmental quality for all Tennesseans through responsive and effective oversight of waste management activities. The activities are land-based, regulating both solid waste and hazardous waste through specialized programs and functions. These include landfill permits, hazardous waste permits, state remediation program, used oil management, lead-based paint abatement, special waste, universal waste, and annual waste reporting. We also provide technical and financial assistance in the recovery and management of materials for reuse and recycling supporting end users



Grants Analyst 2 Division of Solid Waste Management Materials Management Program Annual Salary Range: \$37,800 – \$56,796

Are you seeking an opportunity to work with a collaborative team in Tennessee State government? Are you concerned with protecting our environment and public health? If you enjoy working with diverse stakeholders, interacting with internal and external customers, and with office time, this may be an excellent position for you! The Grants Analyst 2 position works with the Materials Management Program and is in our Central Office in Nashville, TN. Currently, TDEC employees are working in alternative workspaces from their homes with the flexibility to have scheduled time in the Central Office.

This position is responsible for reviewing, analyzing, and rating grant proposals, reviewing grant documentation to ensure compliance with grant conditions, and assisting prospective grant recipients to fully understand the provisions of contracts, grants, and matters about the proper submission of grant proposals. Minimum qualifications (MQs) for this position include graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional grants analytic work. Preferred candidates will have experience within Edison's State of Tennessee procurement functions. The successful candidate will also be able to utilize Microsoft Office 365 products, such as Word, Excel, Access, and Outlook. The successful candidate will possess a valid driver's license and be able to travel daily and occasionally overnight. Candidates must meet the 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.
- Provide any required administrative support for awarded grants.
- Assist prospective grant recipients to fully understand the provisions of contract, grants, and matters pertaining to proper submission of grant actions
- 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.
- Help develop and write policies and SOPs pertaining to grants.
- Assist in developing and maintaining review guidelines for the Grant Program's compliance.
- Provide administrative/grant support for leadership within DSWM.

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.