

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 Division of Water Resources (DWR):

The Division of Water Resources is responsible for managing, protecting and enhancing the quality of the state's water resources for all Tennesseans through voluntary, regulatory and educational programs. Division activities include establishment of water quality criteria; issuance of permits and certifications; evaluation of monitoring data; conducting inspections; management of financial assistance for infrastructure; and oversight activities related to stream channel modification, wetland alterations, dredging, groundwater protection, wellhead protection, safe dams, septic systems, pretreatment, bio solids application, and storm water.



Admin Services Manager Division of Water Resources State Water Infrastructure Grants Nashville Central Office Starting Annual Salary: \$61,200 – \$76,476

Looking for an opportunity to work with a collaborative team at the Tennessee Department of Environment and Conservation (TDEC)? The Division of Water Resources (DWR) has a position in the Nashville Central Office working with technical and administrative staff.

We are seeking a candidate who can measure performance against goals and evaluate results, coordinate the work of others to meet deadlines, and adapt to new processes to support remote work. The preferred candidate will have experience performing grants, budget, and contract functions and possess advanced data management skills using online reporting tools. Organization, time management, critical thinking, and the ability to effectively communicate with a diverse internal and external customer base is a priority.

Candidates must possess a bachelor's degree from an accredited college/university and experience equivalent to five years of full-time increasingly responsible professional staff administrative experience including at least one year of supervisory experience. Qualifying professional experience or graduate coursework may be substituted for the required education or experience, respectively. Candidates must meet the minimum qualifications (MQs) for this position. For MQs and how to apply, please visit: <http://www.tn.gov/careers>.

Highlighted Responsibilities:

- Manage monthly review and analysis of a grants administration of significant complexity, including federal and state grants.
- Manage the preparation and submission of grant applications for Clean and Drinking Water programs into the federal database (<http://www.grants.gov>); contribute data and information for grant workplans and required reporting.
- Approve payments to grant recipients and contractors based on written terms, conditions, and budgets.

Highlighted Responsibilities (continued):

- Develop written manuals, contracts, reports, and tools to support division priorities and local needs.
- Manage the workload and performance of a small team of grants analysts.

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.