

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.



Administrative Secretary Tims Ford State Park Annual Salary Range: \$26,016 – \$41,664

Are you looking for an opportunity to work with Tennessee State Parks? Our Tennessee State Parks are among the most beautiful parks in the United States. We have outstanding opportunities to work in a beautiful park environment. If you enjoy working with the public in a customer service capacity and have effective communication skills, this position will serve as a point of contact handling general administrative functions as well as completing guest reservations and selling gift shop items at Tims Ford State Park located in Winchester, TN.

This position has a variety of responsibilities and requires a candidate to have a flexible work schedule, including the ability to work, evenings, weekends, and holidays. The preferred candidate must be comfortable working with diverse guests and competent to effectively handle multiple tasks while working independently or with a team. Knowledge and use of Microsoft Office 365 is preferred. To be considered for this position, you must have graduated from a standard high school and have experience equivalent to two years of increasingly responsible full-time secretarial or office clerical work. To apply for this position visit: <http://www.tn.gov/careers>.

Highlighted Responsibilities:

- Greet park guests that come into the office/Visitor's Center. Respond to guests of the park giving directions and providing general information and resources at the park.
- Purchase items needed for the park using state procurement guidelines and using statewide contracted providers. Contact vendors for quotes, make local purchases, and process invoices for payment.
- Provide general guest customer service including handing gift shop purchases, adding or cancelling cabin, camping, and meeting room reservations, and processing customer payments.
- Work as backup on calculating and keying payroll.
- Other administrative assignments as requested including taking notes at staff meetings

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.