

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 Water Resources (DWR):

The Division 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.



Grant Analyst 3 Division of Water Resources State Water Infrastructure Grants Annual Salary Range: \$42,504 – \$53,100

Looking for an opportunity to work with a collaborative team in Tennessee State government? Interested in protecting our environment, public health, and water quality? The Division of Water Resources has a position in our Nashville office that will work in a diverse team environment with federal, state, and local governments and our regulated community.

Minimum qualifications for the position include graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of full-time professional grants analytic work. The position requires excellent communication skills in various settings and working with detailed information. Primary responsibilities include developing, reviewing, monitoring, and reporting on grants and contracts. The preferred candidate will have excellent organizational and database skills, customer focus, knowledge of Uniform Guidance, and ability to work in a team environment on technical projects or issues. 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:

- Prepare grants and contracts following state policy and provide grants administration for monitoring, reporting, and analyzing budgets Review inspection documents and reports to ensure compliance with policies, procedures, Rules, and commitments
- Review and process payments to grant recipients and contractors based on written terms, conditions, and budgets
- Support and track workflow processes that involve division staff, external agencies, General Counsel, federal and local governments, or utilities
- Data entry, quality control, and assurance, and data reporting using Oracle, Grants Management Systems, and other Microsoft Office applications

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.