**Administrative Services Manager (ASM) Job Description**

In regard to Grant Management responsibilities (30%), this position will ensure all cooperative agreement submission deadlines are met, including, but not limited to development and management of funding opportunity announcements guidance, application process internal deadlines, and application assignments. Narratives, budgets, and budget justifications for cooperative agreement applications will conform to grant guidance, require minimal editing, and are submitted for internal review by deadlines established by division policy. Required progress reports, continuing applications, and other required documents (as specified in Notice of Awards or Cooperative Agreements) are completed and submitted with minimal need for editing, by granting agency deadlines.

In regard to Budget Management responsibilities (30%), this position will take a leadership role in drafting an error-free draft program budget, based on the latest projection of available grant funds. In addition, this position holds discussions with all affected program section supervisors a minimum of 5 working days prior to presentation of any new or revised budget plans to Program Director, to solicit input. This position conducts monthly review of program expenditures/revenues and within 15 days implements plan to address any budget shortfalls or under expenditures that arise. This position presents the Program Director with a budget status report quarterly, which correctly summarizes current expenditures and balances to within $250,000 of actual numbers as assessed by the project cycle Federal Financial Report. This position will maintain visual tools to show the funding utilization in regional accounts and central office accounts.

In regard to HPP Program Management (20%), as deputy HPP Coordinator, this position will support program requirements, provide leadership, develop and maintain key partnerships, provide guidance and coordination to all statewide Regional Hospital Coordinators (RHCs), regional healthcare coalitions, hospitals, Tennessee Hospital Association, Emergency Medical Services, Tennessee Emergency Management Agency, Tennessee Department of Safety and Homeland Security and other entities as appropriate. This position will help coordinate the hospital preparedness exercise program to follow HSEEP guidelines with appropriate partners and works with the ASPR Region IV Healthcare Preparedness Program Field Project Officer to implement HPP grant requirements. This position will work with a variety of staff to ensure hospital endowment contracts are in place in a timely manner and grant compliance verification is achieved. This position is responsible for reporting as soon as possible during emergencies as part of coordinated responses by TDH.

In regard to employee supervision (10%), this position meets with assigned staff regularly to ensure completion of assigned duties by deadlines and assists staff with balancing time and duties to ensure maximum efficiency and performance.  The position coordinates with staff to meet personnel needs to include creating/establishing new positions; interviewing potential employees and checking references; assigns, trains, and evaluates assigned staff and their work; and makes recommendations on personnel actions such as employment, promotion, and demotion.  Develops Individual Performance Plans to include characteristics of valued performance for each major job responsibility and ensures each is observable behaviors and outcomes which an employee can realistically perform.  An expectation is that annual and interim reviews will be conducted to demonstrate the present level of performance and constructive feedback and guidance are discussed to better meet program goals.

In regard to Contract Management responsibilities (5%), this position will ensure that 100% of contracts are submitted with scope of services, budget, and associated forms to contract staff by the submission deadline. This position ensures that 100% of contract expenses are monitored and results are reported to senior leadership to ensure that contract milestones are met.

In regard to Guidance Development (5%), this position will ensure staff in regional health departments and are provided guidance to meet 100% of Cooperative Agreement and Program requirements. Program progress along with expenditures are monitored and reported to regions monthly. Status is reported to the Program Director along with recommended corrective actions necessary to achieve program goals.