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**Administrative Services Assistant IV (ASA IV) Vacancy Announcement**

**Location: Nashville, Tennessee**

**Salary Range: $3,053 - $4,883 per month**

Communicable and Environmental Diseases and Emergency Preparedness (CEDEP)

Position Description:

This position will ensure all contract deadlines are met including but not limited to the support of CEDEP staff in this process.

Adjust contract budgets through budget adjustments and amendments.

General project management ensuring that due dates are achieved.

Provide general administration for the Emergency Preparedness Program.

Job Responsibilities:

* Assist in the development of the Emergency Preparedness Program contracts and use the departmental systems to monitor, evaluate, recommend actions, and develop improvements to procedures to achieve program goals.
* In collaboration with lead program staff, use creative and critical writing skills to develop contract specific scope of services which is a key component to contract development.
* Monitor and provide recommendations to improve program, organizational, information technology systems, and operational processes.
* Ensure contract compliance verification is achieved and milestones are met.
* Assist in projects to support management in achieving program objectives.
* This position will be responsible for reporting for duty as soon as possible during emergencies as part of coordinated responses by Tennessee Department of Health.

Qualifications:

* Bachelor’s degree, preferably in public administration, business administration, accounting, finance, public health, health administration or similar field.
* Knowledge of contract development and execution required.
* Demonstrated excellence in organization and attention to detail.
* Able to manage multiple projects with varying time frames by completing tasks prior to due date.
* Experience in monitoring financial operations in a professional setting.

Please send resume to: [paul.petersen@tn.gov](mailto:paul.petersen@tn.gov)

**The State of Tennessee is an Equal Employment Opportunity Employer.**