Administrative Services Assistant 4  
Nashville, Tennessee

Who we are and how we impact Tennessee:
TDH incorporates our values into the work we do each day to achieve our mission, live our vision, and address our two strategic priorities of prevention and access.

Mission:
Protect, promote, and improve the health and prosperity of people in Tennessee.

Vision:
• Healthy People
• Healthy Communities
• Healthy Tennessee

Our Values:
• Collaboration
• Excellence
• Integrity
• Compassion
• Respect

Strategic Priorities:
Prevention:
• Support Local Leadership
• Decrease Youth Obesity
• Decrease Tobacco Use
• Decrease Substance Misuse
• Prevent and Mitigate Adverse Childhood Experiences

Access:
• Optimize Internal Clinical Efficiency
• Improve External Primary Care Access
• Leverage Innovation
• Expand Partnerships

Job Overview:
The Tennessee Department of Health’s Division of Family Health and Wellness is hiring an Administrative Services Assistant 4 (ASA 4) Executive Service position. This position will aid in the conceptualization, development, and distribution of documents, both printed and digital. Said documents will serve a number of purposes including educating the populace of the State of Tennessee about a variety of health-related issues; informing members of the state legislature about the progress made regarding the improvement of numerous health-related issues addressed by the Division of Family Health and Wellness; and disseminating accomplishments and pertinent information about the Division in the form of a regular newsletter disseminated among the programs that comprise FHW. In conjunction with this task, qualified applicants will handle the preparation and maintenance of documents associated with the State’s printing and authorization processes, as well as the regular maintenance and update of the FHW website in conjunction with the department’s webmaster. Additionally, this position will help facilitate the technical needs of the Division, including the facilitation of virtual meetings and conferences for the Division. The qualified candidate will also be called upon to lead and/or record and distribute trainings for the Division regarding topics related to these job responsibilities Video production and photography may also be required, as the situation requires.

Salary Range: Minimum $3206/month to $4,600/month

Key Responsibilities:
• Use graphic design techniques to develop compelling and coherent publications in support of topics throughout the Division of Family Health and Wellness. Experience in both Adobe Photoshop and Adobe Illustrator are a must. Experience in Adobe InDesign preferred.
• Develop and generate content for staff on-line training and meetings.
• Develop media productions for formal education and training programs for use by internal business partners.
• Coordinate with Division of Family Health and Wellness staff to administer the production and distribution of media, both printed and digital. Prepare and maintain records and reports of Division media production for efficient task completion.
• Operate a variety of office equipment including but not limited to large format printers, digital still and video cameras, standard printers, fax machines, and scanners.
• Assist and facilitate virtual meetings and conferences for Family Health and Wellness employees as the situation demands.
• Maintain and update the FHW site in association with the Department of Health’s webmaster.
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Minimum Qualifications:

Qualified candidates must have a working knowledge of the Adobe Creative Suite or of analogous programs. Specific knowledge of both Adobe Photoshop and Adobe Illustrator is a must. Additional experience with Adobe InDesign, or a general knowledge of the layout and design of documents is preferred. Candidates must also be prepared to provide a portfolio of work they have produced using such software. Attention to detail and well-developed organizational skills are needed.

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree AND experience equivalent to four years of full-time increasingly responsible professional staff administrative work.

Substitution of Experience for Education: Qualifying full-time increasingly responsible sub professional, paraprofessional, or professional experience may be substituted for the required education on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in public administration, business administration, or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

OR

Three years of increasingly responsible professional administrative services experience with the State of Tennessee.

Benefits:
- 12 paid holidays
- Health, dental, vision, life, disability, and flexible benefits
- Paid vacation and sick leave
- Pension and 401(k) options
- Employee discount program and more!
- More information on benefits can be found at [https://www.tn.gov/hr/employees1/benefits.htm](https://www.tn.gov/hr/employees1/benefits.htm)

To apply:

Interested applicants may submit a resume along with a cover letter to Ben Yarnell at [Ben.Yarnell@tn.gov](mailto:Ben.Yarnell@tn.gov)

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.