

## 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 environmental 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.



## **Administrative Assistant 1 Cumberland Mountain State Park Golf Course Annual Salary Range: \$42,504– \$63,600**

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 an outstanding opportunity to work in a beautiful work environment. This position is located at Cumberland Mountain State Park Golf Course in Crossville, TN and provides general administrative support for the park. The position serves as a main point of contact with guests of the park and requires excellent customer services skills.

The preferred candidate will possess a strong work ethic and is comfortable working with diverse teams and guests of the park. Candidates should have 3 – 5 years' experience in an administrative role and competent to effectively handle multiple tasks and assignments daily. Since this position provides administrative support functions, preferred candidates will have a strong knowledge and use of Microsoft Office 365. The position may require working nights, weekends, or holidays on a rotating basis. To apply for this position visit: <http://www.tn.gov/careers>.

### **Highlighted Responsibilities:**

- Provide excellent front desk customer service to park visitors by giving accurate information and assist visitors with facility rentals and camping reservations.
- Supervise the collection and disbursement of funds earned and oversees the recording and daily deposits of the rental facilities and gift shop.
- Assist in procurement, process invoices, and manage inventories.
- Develop knowledge of the amenities of the park to share with guests of the park.
- Serve as the point of contact for human resources responsibilities including processing new employee paperwork, onboarding, timekeeping, general orientation to park, and submitting other requested employee documentation.
- Train staff on navigating statewide programs, networks, policies, and procedures.

*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.*