

## 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.



## TDEC Grant Analyst 3

### Division of Water Resources

**Annual Salary Range: \$42,504 – \$53,100**

Looking for an opportunity to work with a collaborative diverse team in the Tennessee State government? Interested in protecting our environment, public health, and water quality? This may be the perfect opportunity for you. The Division of Water Resources has a position in our Central office located in Nashville, TN for a grant analyst working with Federal grants and state contracting. Currently, TDEC employees are working in alternative workspaces from their home with the flexibility to have scheduled time in their assigned office.

The preferred candidate will have a Bachelor of Science degree in public administration, finance, accounting, and/or experience applying for and managing federal or state grants. Preferred candidates will have excellent customer service, organization, and time management skills and can effectively communicate with a diverse internal and external customer base. To apply for this preferred service position: <https://www.tn.gov/careers>.

### Highlighted Responsibilities:

- Prepare grant applications and contracts following state policy and provide grants administration for monitoring, reporting, and analyzing budgets. Review documents and reports to ensure compliance with policies, procedures, rules, and commitments
- Acquire and maintain a working knowledge of rules governing grant management and state contracts including federal grant rules.
- Conduct monthly review of balances and usage trends with grant managers and senior leadership.
- Provide 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.*