

## 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.



## Administrative Services Manager Division of Water Resources State Water Infrastructure Grants Annual Salary Range: \$60,600 - \$75,720

Looking for an opportunity to work with a collaborative, diverse team in Tennessee State government? Interested in protecting our environment, public health, and water quality? This may be the perfect administrative opportunity for you. The Division of Water Resources has a position in our Central Office in downtown Nashville, working with technical and administrative staff.

The preferred candidate will have experience performing grants, budget, and contract functions and have advanced data management skills using online reporting tools. We are seeking a candidate who can measure performance against goals and evaluate results, coordinate the work of others to meet deadlines and adapt to new processes to support remote work. Organization, time management, critical thinking, and the ability to effectively communicate with a diverse internal and external customer base is a priority. Candidates must meet the minimum qualifications (MQs) for this position. For MQs and how to apply, please visit <http://www.tn.gov/careers>.

### Highlighted Responsibilities:

- Using a team approach manage monthly review and analysis of a grants administration of significant complexity, including federal and state grants.
- Manage the preparation and submission of grant applications for Clean and Drinking Water programs into the federal database (Grants.gov); contribute data and information for grant workplans and required reporting.
- Approve payments to grant recipients and contractors based on written terms, conditions, and budgets.
- Develop written manuals, contracts, reports, and tools to support division priorities and local needs.
- Manage the workload and performance of a small team of grants analysts and administrative support.

*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 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.*