

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 are 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 West Tennessee River Basin Authority (WTRBA):

The WTRBA is the maintenance agency responsible for maintaining the flow and function of the watersheds in west Tennessee. Agency activities include engineering evaluation of stream and river systems; management of civil engineering and construction contracts; oversight of flood and sediment control structures; conducting inspections on water resource infrastructure; development and implementation of grant projects; construction activities that include regulatory review such as wetland alterations, dredging, groundwater protection, safe dams, and storm water.



Administrative Services Assistant 2 West Tennessee River Basin Authority (WTRBA) Annual Salary Range: \$42,504 – \$63,600

Looking for an opportunity to work with a collaborative team in Tennessee State government? Interested in protecting our environment, infrastructure, and water quality? The WTRBA has a position in our Humboldt Office, Humboldt, TN (Gibson County), that will work with a diverse team and directly with the west Tennessee community.

This position will support agency programs for water resource restoration and serve as an administrative assistant for internal and external customers. The position requires excellent communication and problem-solving skills and the ability to successfully work with a broad, diverse customer base. The preferred candidate will possess a strong work ethic and competence to effectively handle multiple tasks and assignments daily. This position provides administrative support functions requiring a strong knowledge and use of Microsoft Office Word, Excel, and Outlook. To apply for this position please visit: <http://www.tn.gov/careers>.

Highlighted Responsibilities:

- Support grants and contracts required to complete maintenance, special projects, and science plan activities through coordination with vendors, grantees, and other State departments to execute and administer grant contracts.
- Support communication with internal and external customers to ensure reliable operation and administration of the WTRBA.
- Receive and log complaints and reported problems into a database system for inspection by WTRBA staff. Update records for completed maintenance and inspection reports.
- Prepare, track, and submit regular reports on WTRBA work activities, budget performance, and progress.
- Complete mandatory TDEC trainings and continuing education as required.

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.