



TDEC Grants Analyst 3
Office of Energy Programs (OEP)
Annual Salary Range: \$42,504-\$63,600

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 together 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 aiding 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 Office of Energy Programs:

The TDEC Office of Energy Programs (OEP) serves as the State Energy Office for Tennessee and provides education, outreach, technical assistance, and/or funding and financing opportunities for the following:

- energy efficiency.
- energy management.
- renewable energy.
- energy security planning, preparedness, and response; and
- energy in transportation (alternative fuels and sustainable transportation).

OEP's Energy in Transportation team promotes and educates Tennessee citizens about alternative fuels, advanced vehicle technologies, and sustainable transportation options. By prioritizing and educating citizens regarding the aspects of energy use in transportation, OEP seeks to reduce energy costs within the transportation sector, increase the energy efficiency of the transportation sector, enhance resiliency and emergency preparedness through diversification of available fuels, and promote economic growth with improved environmental quality.

TDEC OEP seeks a Grants Analyst 3 to support the OEP Energy in Transportation team. The position will contribute to various programs and initiatives focused on increasing the deployment of alternative fuels, advanced vehicle technologies, and sustainable transportation options.

The position requires a minimum of two years of experience managing programs or projects, writing technical documents, and/or providing technical assistance. Applicants must possess a bachelor's degree in a related field such as transportation, logistics, urban planning, environmental science, engineering, marketing, communications, or business and a proficient knowledge of Microsoft Office 365. Preferred applicants will have a working knowledge of grant management tracking databases. Applicants must be able to function in a highly demanding work environment and work effectively and efficiently in a collaborative team setting. The position is assigned to TDEC's Central Office in Nashville, reports to the OEP Deputy Director of Programs, and is eligible to work from home on scheduled days. Candidates must meet the minimum qualifications (MQs) for this position. For more information regarding the MQs and how to apply, visit: <http://www.tn.gov/careers>.

Responsibilities:

- Assist with research, design, and implementation of grant programs (e.g., fleet vehicle replacement, charging and fueling infrastructure deployment, etc.).
- Provide technical assistance to grantees and vendors, collect, and analyze reporting metrics, and monitor compliance with grant guidelines and applicable State and federal rules and regulations.
- Track grants through TDEC's Grants Management System. Provide detailed reports as scheduled or upon request.
- Assist the Middle-West TN Clean Fuels Coordinator on projects or tasks related to advancing sustainable transportation and adoption of alternative fuels and advanced vehicle technologies.
- Support a variety of Energy in Transportation initiatives, including the TN Electric Vehicle Infrastructure Program, the Fast Charge TN Network, TN Smart Mobility Expo, Drive Electric TN Consortium, and TN Bus Electrification Education and Planning (TN BEEP) partnership.

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.