



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 Office of Energy Programs (OEP) provides education, outreach, technical assistance, and/or funding and financing opportunities for the following:

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

OEP is comprised of two sections: the Governor-designated State Energy Office and the State Facility Utility Management Section. Through its activities, OEP promotes the efficient, effective use of energy to enhance the environmental and economic health of the state.

Administrative Services Assistant 3 Office of Energy Programs Annual Salary Range: \$47,496 - \$71,400

TDEC OEP has an Administrative Services Assistant 3 position that will assist the team with various administrative duties. The position is in our Central Office in Nashville, reports to the OEP Deputy Director of Operations, and is eligible to work from home on scheduled days.

A bachelor's degree from an accredited university and experience equivalent to four years of increasingly responsible full-time professional administrative experience is preferred. Qualifying full-time, increasingly responsible professional experience may be substituted for the required education on a year-for-year basis to a maximum of four years. The position requires the ability to function in a highly demanding work environment and to work effectively and efficiently within a collaborative team setting. Candidates must meet the minimum qualifications (MQs) for this position. For information regarding the MQs and how to apply, please visit <http://www.tn.gov/careers>.

Highlighted Responsibilities:

- Performs a variety of general staff administrative duties to support program operations and project management.
- Attends working group, taskforce, council, and other meetings to gain information and take notes.
- Serves as a liaison between the agency and the general public, persons in other state departments and divisions by managing office mail, communications by email, phone, or in person.
- Assists with all aspects of event planning including venue selection, catering, processing of related contracts and/or invoices, and day of event execution activities including registration and logistics.
- Prepares travel authorizations and expense reimbursement reports for all OEP staff; works closely with TDEC Fiscal to ensure reimbursement is processed; adds travel expenditures to related budget trackers; assists with preparation of travel / professional development budgets for various federal grant applications and proposals.
- Assists with scheduling of meetings for OEP Director and Deputy Directors and responding to public record requests.
- Oversees semi-annual OEP inventory efforts and ongoing records retention and destruction needs.

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.