



**Administrative Services Director 2**  
Tennessee Alcoholic Beverage Commission  
Location: Nashville, Tennessee  
(Compensation range \$4,722 - \$8500)

**The Position:**

The Administrative Services Director 2 is responsible for administrative services which include budget, cashiering, internal audit, finance, clerical support, human resources, physical plant maintenance, property and procurement and IT services.

**Job Responsibilities:**

- Plan, organize, manage and direct, through subordinates and other staff as necessary, the overall activities of the Administrative Services Section of the TN Alcoholic Beverage Commission including departmental budget development, submission, maintenance, monitoring and revision.
- Monitor developments related to budget and financial management systems; evaluate their impact on operations and recommend policy and procedure improvements.
- Assist in the development of fiscal notes and bill analysis on proposed legislation for TABC.
- Analyze monthly departmental budgeting and accounting extracts to maintain expenditure and revenue reports.
- Evaluate human resources actions (employments, promotions, and demotions, transfers, retention) to determine their impact on the budget.
- Advanced knowledge of personnel and human resources operations and best practices as it relates to employee relations, performance management, selection and retention, talent management, compensation, etc.
- Intermediate knowledge of administration and management as it relates to multi-team workgroup management, process management, and supervision of mid-level leadership personnel.
- Intermediate knowledge of the application of labor and employment laws.
- Advanced monitoring skills as they relate to employee performance, reporting, organizational or operational processes.
- Review and participate in the approval processes for purchases of goods and services in accordance with code, policy, and procedures.
- Oversees the preparation and submits the Financial Integrity Act for TABC.

- Maintain grant review and compliance as well as processing the reimbursement (monthly) requests for grant expenditures with the appropriate federal, state, or non-governmental agency. In addition, monitor all reimbursements for timely payment and follow up as necessary.
- Manage licensing and permitting back office operations, and related support functions; which includes managing a staff of 14 employees.
- Coordinates and develops the Agency Strategic Plan.
- Interprets and enforces all ABC policies and recommends methods of work if necessary. Also develops new procedures or internal policies when necessary after evaluation and review.
- Responsible for overseeing space needs and leases of 9 locations across the state (4 main posts and 5 sub-posts)

**Qualifications:**

- Bachelor's degree is required, preferably in public administration, business administration, accounting or finance with a minimum of 3 or more years of supervisory experience.
- Knowledge of personnel management and human resource policies as it pertains to supervision, coaching, and mentoring.
- Demonstrated excellence in organization and attention to detail.
- Experience in supporting financial operations in a professional setting is preferred.
- Knowledge of internal auditing principles and practices.

Please send resume and contact information to: Mark Donner at [mark.donner@tn.gov](mailto:mark.donner@tn.gov)

**The State of Tennessee is an Equal Employment Opportunity Employer.**

The State of Tennessee complies with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), which states that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Any person who believes that discrimination has occurred by a state agency on the basis of race, color or national origin, including limited English proficiency (LEP), in violation of Title VI may file a written complaint with the Tennessee Human Rights Commission. Complaints must be filed within 180 days of the alleged discriminatory act. Complaints may also be filed with the state or federal agency involved, or the United States Department of Justice. For more information, please contact the Tennessee Human Rights Commission.