



Tennessee Department of Environment and Conservation
Executive Administrative Assistant 1 and Customer Research Analyst
Information Systems Division
Annual Salary Range: \$36,900 - \$66,420

About the Tennessee Department of Environment and Conservation (TDEC)

The department is responsible for:

- Safeguarding the health and safety of Tennessee citizens from environmental hazards
- Protecting and improving the quality of Tennessee's land, air, and water
- Managing the system of 56 Tennessee State Parks and 83 Natural Areas

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from dedicated fees and state parks revenue, federal sources, and the state general fund. The department is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

Summary & Distinguishing Features

The Executive Administrative Assistant 1 (EEA 1) position is Executive Service and is based in the Nashville Central Office. This position will serve as administrative support to the Information Systems Division leadership. The position will primarily survey customer preferences and statistical data in order to assist agency staff with outreach strategies. The position will educate and inform internal staff about trends, processes and communications policies. Previous work with data analysis and collection is preferred, but not required.

Duties and Essential Functions:

- Assists the Information Systems Division (ISD) with general administrative functions that may include preparing and proofing numerous executive-level correspondences, preparation of reports, preparation of spreadsheets and assistance with special projects as assigned.
- Collect data on customers and processes and consolidate information into actionable items, reports and presentations.
- Interpret data, formulate reports and make recommendations.
- Compile and analyze statistical data using modern and traditional methods to collect them.

Competencies Required:

- Strong organizational skills and willingness to learn new systems and procedures.
- High proficiency with Microsoft applications.
- Effective interpersonal skills when working with people at various levels within the organization.
- Previous experience with data collection and analysis.
- Demonstrates critical thinking through problem solving, independent judgment, and self-directed activities. Deals with concepts and complexity comfortably.
- Routinely entrusted with confidential information due to high integrity level.

QUALIFICATIONS: Graduated from an accredited college or university with a minimum Associates degree. Preferred degrees include Bachelors of Business Administration, Marketing, Statistics or a related field. Experience with various data collection software a plus.

All interested candidates should submit via email (TDEC.Careers@tn.gov) resume and cover letter to Beth Smith, Director, Office of Talent Management. The position will remain posted until July 28, 2016. Additional questions regarding the position should be sent to TDEC.Careers@tn.gov.

Beth Smith, Director, Office of Talent Management

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TDEC is an AA/EEO/ADA equal opportunity employer.