



**Tennessee Department of Environment and Conservation
Executive Administrative Assistant 1 and Training Facilitator
Office of Talent Management
Annual Salary Range: \$35,540 - \$65,748**

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.

About the Office of Talent Management

The Office of Talent Management (OTM) is focused on improving the quality of TDEC's workforce by developing current staff, putting into place the best possible organizational structure in the Department's various divisions, creating employee development programs to allow for implementation of formal succession planning strategies and improving TDEC's recruitment process by implementing "best practices" interviewing, recruiting, and on-boarding new employees. The Office develops and creates specific initiatives for training and development to provide curriculum for current and emerging leaders, and competency based modules for non-management staff. OTM is a business partner with the State of Tennessee Department of Human Resources, Strategic Learning Solutions division.

Summary & Distinguishing Features

The Executive Administrative Assistant 1 position is Executive Service and is based in the Nashville Central Office. The position will serve as administrative support to one Director and two Deputy Directors for the Office of Talent Management and will also have collaborative functions with TDEC's Department of Human Resources. In addition to administrative skills, the ideal candidate will have a desire to conduct training classes on behalf of OTM and have some experience facilitating learning and development opportunities. This could require overnight travel within the state. Previous work with organizational development, learning and development or human resources is a plus.

Duties and Essential Functions:

- Committed to customer service excellence. Deliver professional customer service by acting as the first point of contact for the Office of Talent Management and other visitors to OTM and TDEC's Department of Human Resources.
- Assists the Office of Talent Management 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.
- Assist with video conferencing set up, set up for training sessions and other OTM events.
- Maintain files, records and forms, order supplies; maintain and inventory training materials.
- Work with other Commissioner's Office administrative staff on special projects as assigned.
- Facilitation of specific training classes as defined by OTM Deputy Director of Learning and Development.

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 as well as external stakeholders.
- Previous experience using data base tracking systems, learning management systems or PeopleSoft products.
- 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.
- Previous training experience and knowledge of human resources policies desired.

QUALIFICATIONS: Graduated from an accredited college or university with a minimum Associates degree. Preferred degrees include Bachelors of Business Administration, Human Resource Management, Bachelor of Arts (Sociology and Psychology). Experience in human resources, learning and development, organizational development or related fields are 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 January 30, 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.