

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 is valued so that our culture reflects the people we serve.

Our Department is committed to providing a cleaner, safer environment that goes hand-in-hand 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 providing assistance to 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 Tennessee State Parks:

From its beginning in 1937, Tennessee State Parks were established to protect and preserve the unique natural, cultural, and historic resources of Tennessee. The public interest has also been served by a variety of benefits for citizens and communities produced by our state park system, promoting stronger communities and healthier citizens across the state through diverse resource-based recreation while conserving the natural environment for today and tomorrow – preserving authentic Tennessee places and spaces for future generations to enjoy. As stewards of the resources in our parks, we seek to manage Tennessee's state parks in order to preserve and protect valued resources and to provide a balance of services and benefits for the enjoyment of the people.



Executive Administrative Assistant 3 Bureau of Parks and Conservation Strategy and Support Annual Salary Range: \$76,596 – \$121,296

Tennessee Department of Environment and Conservation (TDEC) is excited to announce an outstanding opportunity to provide support to a multi-faceted team including field consultants, recreation professionals, technical specialists, and executives. Primarily accountable to the Director of Brand Promise, the position will be based in the TDEC Central Office in Nashville with a flexible schedule including three days in the office and the remainder of the week divided between work from home, off-site meetings, and in-field support of the technical staff. This position requires some overnight travel.

The preferred candidate is an administrative professional with demonstrated leadership skills who enjoys challenges and wants to bring new technologies and strategies to a diverse team. This position provides administrative support functions requiring a strong knowledge and use of Microsoft Office Word, Excel, Formstack, SharePoint and Outlook as well as State of Tennessee enterprise platforms including Edison (PeopleSoft) or other similar human resources operating system. Candidates must meet the minimum qualifications (MQs) for this position. For MQs and how to apply, please visit <http://www.tn.gov/careers>.

Highlighted Responsibilities:

- Provide leadership and direction to a team of administrative professionals.
- Coordinate a variety of key Human Resources, procurement, and records management functions.
- Plan and organize conferences, multi-day meetings, and trainings, both in-person and virtual formats.
- Serve in a mentorship role to administrative professionals in field-based positions providing coordination and development.
- Prepare correspondence, arrange travel, coordinate schedules.
- Serve as office manager for the central office of the Bureau of Conservation supporting multiple program areas.

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.