

**Tennessee Department of Finance & Administration – Office of State Architect**  
**Compliance Assistant (Executive Administrative Assistant 1)**  
**Salary Range: \$3,075 - \$5,534**

CONTACT: [chloe.shafer@tn.gov](mailto:chloe.shafer@tn.gov)

The State Building Commission oversees all construction and real estate activities by state agencies and institutions. On construction matters, this oversight encompasses approvals of certain stages of construction on state property, such as procurement of construction professionals, contracting matters, change orders and amendments, and funding revisions. On real estate matters, this oversight includes land acquisitions and dispositions, easements, leasing and the like. The State Architect is the chief staff officer for the State Building Commission. He is currently assisted by an Assistant State Architect, a Director of Compliance, and an administrative staffer.

The Compliance Assistant will be responsible for assisting the Assistant State Architect and the Director of Compliance in reviewing documents presented to the State Building Commission or the State Architect for approval and in preparation of templates, policies, and other documents to assist client groups working with the State Building Commission. The selected candidate will be proactive, detail oriented and able to exercise good judgment. This position will report to the Director of Compliance.

**Primary Responsibilities:**

- Review construction contracts, change orders and related documents for compliance with approved templates, terms, and policies
- Review procurement documents for compliance with approved templates, terms and policies
- Review real estate documents for compliance with approved templates, terms and policies
- Research practices in other states to assist policy and contract development
- Assist in policy and template drafting and revisions

**Knowledge, Skills and Abilities:**

- Bachelor's degree
- Real estate or construction knowledge desired
- Procurement experience desired
- Expertise with Word, Excel and PowerPoint
- Problem solving/strategic thinking skills
- Strong grammar/English language expertise and communication (written and oral) skills
- Strong internet research skills
- Strong interpersonal skills
- Strong organizational skills
- Familiarity with contracts and contract language
- Understanding of policies and procedures and implementation thereof

Please respond with a resume by March 18, 2016 to: [chloe.shafer@tn.gov](mailto:chloe.shafer@tn.gov)

THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY EMPLOYER