



## **Administrative Services Manager (ASM) Vacancy Announcement**

**Location: Nashville, Tennessee**

**Minimum Salary: \$4,091 per month**

### Position Description:

This position will ensure all cooperative agreement submission deadlines are met including but not limited to the management of Funding Opportunity Announcements, the application processes, and timely development and submission of applications. Oversee contracting, budgeting, spending, and general administration for the Emergency Preparedness Program.

Serve as Deputy Healthcare Preparedness Program (HPP) Coordinator (20%), this role will assist in program planning, provide leadership, develop and maintain key partnerships, and provide guidance and coordination to accomplish program goals.

### Job Responsibilities:

- Organize and manage subordinates and other staff as appropriate to achieve program and administrative goals.
- Assist in the development of the Emergency Preparedness program budget and utilize the departmental financial management systems to monitor, evaluate, recommend actions, and develop policy and procedures to achieve program goals.
- Coordinate and manage multi-disciplinary teams to accomplish program goals.
- Monitor and provide recommendations to improve program, organizational, information technology systems, and operational processes.
- Provide oversight and review processes for purchases of goods and services in accordance with available budget, codes, policies, and procedures.
- Ensure grant compliance verification is achieved.
- Develop individual performance plans for subordinates. Conduct performance reviews, provide accolades, incentives, constructive feedback, and guidance to improve work performance.
- Oversee contract management for the program and ensure contract expenses are monitored and contract milestones are met.
- Compile guidance for program implementation by the regional health departments to meet the cooperative agreement requirements and strategic goals.
- Assist in the coordination of program activities and exercises with appropriate partners to develop and meet HPP goals.
- This position will be responsible for reporting for duty as soon as possible during emergencies as part of coordinated responses by TDH.
- This position may require up to 20% overnight travel.

### Qualifications:

- Bachelor's degree, preferably in public administration, business administration, accounting, finance, public health, or health administration, with a minimum of 3 or more years of supervisory experience
- Knowledge of personnel management and human resource systems pertaining to supervision, coaching, and mentoring
- Demonstrated excellence in organization and attention to detail
- Experience in monitoring financial operations in a professional setting
- Knowledge of auditing principles and practices

Please send resume to: [paul.petersen@tn.gov](mailto:paul.petersen@tn.gov)

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