



**STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT**

**220 French Landing Drive
Nashville, TN 37243
(615) 741-6642**

**BILL HASLAM
GOVERNOR**

**BURNS PHILLIPS
COMMISSIONER**

Amusement Device Manager

Job Duties:

- Create & implement program processes
- Review and update Standard Operating Procedures (SOP)
- Supervise the annual amusement device permit process
- Oversee administrative personnel, safety consultants, and invoicing/payments processes
- Supervise amusement device employees (2 administrative support personnel and 3 safety consultants)
- Work with HR to hire, train staff
- Conduct regular staff meetings and one-on-one meetings
- Make presentations on behalf of the Amusement Device Unit
- Educate the public as to statutory compliance requirements
- Review territories (East, West, and Middle)
- Create program documents
- Obtain and oversee the computer program data base
- Review staff's work
- Prepare IPPs and performance documents
- Prepare bill analysis for the Amusement Device Unit
- Maintain program statistics/metrics
- Determine the number of amusement devices in the state and each grand division
- Establish quality control measures
- Ensure the program meets statutory compliance requirements
- On-Call Status (available to respond to emergencies and accidents 24/7)

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