

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 Operational Administrative Services (OAS):

The Operational Administrative Services Division (OAS) is comprised of Procurement, Grants and Contracts Management, Fleet and Asset Management, and Real-Estate Management. All sections, work collaboratively to provide support for TDEC's fiscal success. OAS also works collaboratively with other administrative divisions such as the Office of General Counsel, Fiscal, Internal Audit, Office of Policy, Business IT Solutions, Office of Policy and Sustainable Practices, and People and Organizational Development.



Grants Contracts Administrator Operational Administrative Services, Procurement Section Annual Salary Range: \$66,096 – \$105,396

Looking for an opportunity to work with a collaborative, diverse team in Tennessee State government? Interested in protecting our environment, public health, and water quality? This may be the perfect administrative opportunity for you. The Operational Administrative Services Team has a position in our Central Office in downtown Nashville, working daily in the office with technical and administrative staff.

The preferred candidate will have a bachelor's degree and five years of specialized experience performing various procurement-related functions, from requisition to contract management. We are seeking a candidate who possesses a strong work ethic, is comfortable working with diverse teams, and is competent to effectively handle multiple tasks and assignments daily. The position supports the Department (TDEC) as the Procurement Director. The position manages staff on daily procurement functions, training of internal staff members, managing agency term contracts, managing procurement policies, and assisting the Director of Operational Administrative Services on strategic goals within the procurement section. 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:

- Possesses and demonstrates strong knowledge of policies, procedures, and execution strategy.
- Builds and manages business relationships with agency procurement staff, central procurement teams and key vendors to facilitate effective outcomes for the agency.
- Provides strategic advice and consultation to program staff to assist in procurement issues and needs.
- Solves problems associated with procurement activities.

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.