

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

Our department is committed to providing a cleaner, safer environment that goes together 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 Office of Energy Programs:

The Office of Energy Programs (OEP) provides education, outreach, technical assistance, and/or funding and financing opportunities for the following:

- energy efficiency
- energy management
- renewable energy
- energy security
- planning preparedness
- response energy in transportation (alternative fuels and sustainable transportation)

OEP is comprised of two sections: the Governor-designated State Energy Office and the State Facility Utility Management Section. Through its activities, OEP promotes the efficient, effective use of energy to enhance the environmental and economic health of the state.



TDEC Grants Contracts Administrator Office Of Energy Programs Annual Salary Range: \$66,096-\$105,396

TDEC Office of Energy Programs (OEP) seeks a Grants Contracts Administrator to develop, track, and manage contracts and related compliance requirements for various clean energy grant programs and initiatives. The position is in the TDEC Central Office in Nashville, reports to the OEP Deputy Director for Programs, and is eligible to work from home on scheduled days.

The position requires a minimum of five years of experience drafting and managing grant contracts and requests for proposals, requests for qualifications, and resulting contracts; managing grant programs or related projects; writing technical documents; and providing technical assistance to grantees, service providers, and contractors. Applicants must possess a bachelor's degree in a related field such as public administration, urban/community/regional planning or development, business, finance, or communications. They must have a proficient knowledge of Microsoft Office 365. The ideal candidate will have experience with grant management, federal programs, federal financial assistance, and federal cost principles (e.g., 2 CFR 200), advanced spreadsheet design skills, and advanced knowledge of contract compliance. Applicants must be able to function in a highly demanding work environment and work effectively and efficiently in a collaborative team setting. Candidates must meet the minimum qualifications (MQs) for this position. For more information regarding the MQs and how to apply, visit: <http://www.tn.gov/careers>.

Highlighted Responsibilities

- Collaborate with OEP staff and stakeholders to design various clean energy grant programs and related collateral (application forms, contract templates, program manuals, etc.).
- Serve as the OEP lead for development of grant applications, reporting templates, and other grant management related "activities" or "modules" within the Smart Simple Grants Management System (GMS); liaise with TDEC GMS staff.
- Draft and process grant contracts, amendments, and extensions; draft RFPs, RFQs, and resulting contracts.
- Provide technical assistance to grant recipients/subrecipients, vendors, service providers, contractors, TDEC divisions, or other State agencies.
- Monitor and track compliance with annual audit submittal; Title VI requirements; and quarterly, annual, and closeout reports to State or federal agencies.
- Assist with grantee/subrecipient monitoring (desktop or onsite) and management of audits of OEP conducted by federal Office of Inspector General, State Comptroller of the Treasury, TDEC Division of Internal Audit, U.S. DOE, and U.S. EPA.

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.