

Tennessee Secretary of State  
Tre Hargett



Division of Human Resources & Organizational Development  
312 Rosa L. Parks Avenue, 7<sup>th</sup> Floor  
Nashville, Tennessee 37243-1102

Ashley Bowers  
Director of Human Resources

615-741-7411  
sos.hr@tn.gov

**Lead Grant Analyst**  
**Tennessee Department of State**  
**Tennessee State Library and Archives**  
**Planning and Development**

**Supervisor:** Director of Planning and Development

**Summary:** This para-professional position is the primary financial point of contact for public library staff for grant initiatives of the Library & Archives.

**Duties and Responsibilities:**

- Serves as primary financial contact regarding public library grants.
- Answers questions about specific grants, moves questions forward when necessary.
- Maintains contact with other grant monitors, providing assistance when necessary.
- Fills in for other grant monitors when necessary.
- Reviews and processes all grant invoices for payment.
- Maintains report information on all grants and is able to provide information about any grant upon request.
- Attends regular meetings of the Regional Directors and other statewide meetings as requested.
- Conducts online and face-to-face training to regional and public library staff.
- Prepares clear and concise reports and written materials as necessary.
- Performs other duties as assigned.

**Minimum Qualifications:**

**Education and Experience**

- Education equivalent to graduation from an accredited college or university with a bachelor's degree.
  - Qualifying full-time increasingly responsible experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.
- Minimum of three years library experience, preferably in a regional or public library setting.

**Knowledge and Abilities**

- Excellent written and spoken communication skills and must have the ability to multi-task with great attention to detail.
- Must possess strong skills in Microsoft Word and Excel.

- Possess flexibility in accepting new responsibilities and learning new concepts for information processing and /or office procedures.
- Familiar with twenty-first century public library development principles and practices.
- Able to work unsupervised in a conscientious manner.
- Able to plan and present effective continuing education programs.
- Must exhibit the ability to be a positive influence while representing the state.
- Ability to work collegially as part of a team.

#### Physical Requirements

- Must have and maintain a valid driver's license and be willing and able to travel independently throughout the state, including overnight travel.
- Ability to handle boxes and equipment weighing a minimum of forty (40) pounds.
- Good hearing, vision and manual dexterity and a clear speaking voice.

#### Health, safety and collections security

- Assist the organization in creating a safe and healthy working environment by working safely with the equipment provided.
- Follow instructions given for health and safety purposes and immediately report any unsafe working practices or hazardous working conditions.
- Take necessary measures to protect materials and property from loss, mutilation or theft.

**Salary:** \$42,936 annually plus State of Tennessee benefits package.

**To apply:** Please email your resume to Division of Human Resources & Organizational Development, [sos.hr@tn.gov](mailto:sos.hr@tn.gov) Please include the job you are applying for in the subject line.