

Tennessee Secretary of State
Tre Hargett



Division of Human Resources & Organizational Development
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Director of Human Resources

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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.

Location: This position can be located either in Nashville at the Tennessee State Library and Archives or in Cookeville at the Falling Water River Regional Library.

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 Please include the job you are applying for in the subject line.