TENNESSEE CAREERS®

Government & Public Administration

Career Cluster Guide

2008-2009

Four Steps to Career Success

About the Government & Public Administration Career Cluster

Careers in the Government & Public Administration Career Cluster encompass executing governmental functions to include governance; national security; foreign service; planning; revenue and taxation; regulation; and management and administration at the local, state, and federal levels.

GET STARTED TODAY!

1
Assess Yourself

Identify your strengths. Then compare them with job expectations in favorite fields.

2
Check the Labor Market

See how a specific occupation fares in Tennessee. Turn to pages 4 and 5.

3
Find Schools and Educational Programs

Find information on education, training, financial aid, and licensing. See pages 6 and 7.

4
Find Employers and Job Openings

Check out the Web sites below or visit your local career centers to find out about opportunities in Tennessee.

Free Online Resources to Explore Careers

Tennessee Career Information Delivery System (TCIDS): http://tcids.tbr.edu/
KUDER Tennessee College and Career Planning System prepared by edamerica:
http://www.planningyourdreams.org/
Tennessee Department of Labor and Workforce Development:
Education, wages, jobs and more: http://www.sourcetn.org
Youth pages: http://state.tn.us/labor-wfd/youth
Career Center locations: http://www.state.tn.us/labor-wfd/cc/
Tennessee Department of Education, Career and Technical Education: http://www.tennessee.gov/education/cte/
Online Tennessee Board of Regents ROCC Virtual Career Center: http://careers.rodp.org/
College for TN, powered by xap: http://www.collegefortn.org/

SECONDARY PROGRAMS OF STUDY*	Specific Occupations
National Security	• Emergency Management Specialists
Public/Nonprofit Management and Administration	• Administrative Services Managers • Chief Executives • Compliance Officers, Except Agriculture, Construction, Health and Safety, and Transportation • Eligibility Interviewers, Government Programs • Financial Examiners • General and Operations Managers • Legislators • Meter Readers, Utilities • Postmasters and Mail Superintendents • Purchasing Managers • Social and Community Service Managers • Tax Examiners, Collectors, and Revenue Agents • Urban and Regional Planners • Managers, All Others

Government & Public Administration Jobs in Tennessee

Title	Basic Description	Projected Total 2014 Employment
Source: See footnote #2.	Source: See footnote #2.	Source: See footnote #1.
Administrative Services Managers	Plan, direct, or coordinate support services of an organization, such as record keeping, mail distribution, telephone operator/receptionist, and other office support services.	**9,630**
Chief Executives	Formulate policies and provide the overall direction of companies or private and public sector organizations within the guidelines set by a board of directors or similar governing body.	**14,930**
Emergency Management Specialists	Coordinate disaster response/crisis management activities, provide disaster preparedness training, and prepare emergency plans for natural, wartime, or technological disasters.	**300**
General and Operations Managers	Plan, direct, or coordinate the operations of companies or public and private organizations. Includes formulating policies and managing daily operations.	**60,370**
Managers, All Others	All managers not listed separately.	**12,330**
Postmasters and Mail Superintendents	Direct and coordinate operational, administrative, management, and support services of a U.S. post office or activities of workers engaged in postal or related work.	**520**
Social and Community Service Managers	Oversee social service programs or community outreach organization activities, including budget, participant involvement policies, program requirements, and benefits.	**3,470**
Urban and Regional Planners	Develop comprehensive plans and programs for use of land and physical facilities of local jurisdictions, such as towns, cities, counties, and metropolitan areas.	**420**

1. Estimated wage and employment data are from the Tennessee Department of Labor and Workforce Development, Employment Security Research and Statistics Division (www.sourcetn.org).
2. Job titles and common education descriptions are from the Bureau of Labor Statistics, U.S. Department of Labor, Standard Occupational Classification System (http://www.bls.gov/soc).

High Skill - High Wage - In Demand

	Projected Number of New Jobs, 2004-2014	Annual Median Wage	Most Common Education/Training	Suggested Programs of Study	High Skill	High Wage	In Demand
	Source: See footnote #1.		Source: See footnote #1.	See footnote #3.	Source: See footnote #1.		
	1,580	$45,927	Work experience, plus Bachelor's Degree	Public Administration	●	●	
	2,290	$118,948	Work experience, plus Bachelor's Degree	Public Administration	●	●	
	50	$40,229	Work experience in a related occupation	Community Organization, Resources and Services	●	●	●
	10,510	$68,236	Work experience, plus Bachelor's Degree	Public Administration	●	●	
	1,370	$66,243	Work experience in a related occupation	Nonprofit and Public Management; Public Administration	●	●	
	40	$58,993	Work experience in a related occupation	Public Administration	●	●	●
	720	$41,985	Bachelor's Degree	Community Organization, Resources and Services; Nonprofit and Public Management; Public Administration	●	●	
	60	$45,882	Master's Degree	City/Urban, Community And Regional Planning	●	●	●

3. The suggested programs of study are postsecondary programs.

For updated career information go to http://www.sourcetn.org.

PROGRAMS OF STUDY

TENNESSEE COLLEGES & UNIVERSITIES

GOVERNMENT & PUBLIC ADMINISTRATION MAJORS	Austin Peay State University www.apsu.edu	Chattanooga State Technical Community College www.chattanoogastate.edu	Cleveland State Community College www.clscc.cc.tn.us	East Tennessee State University www.etsu.edu	Middle Tennessee State University www.mtsu.edu	Nashville State Community College www.nscc.edu	Pellissippi State Technical Community College www.pstcc.cc.tn.us	Tennessee State University www.tnstate.edu	The University of Memphis www.memphis.edu	University of Tennessee at Chattanooga www.utc.edu	University of Tennessee at Knoxville www.utk.edu	University of Tennessee at Martin www.utm.edu	Volunteer State Community College www.vscc.cc.tn.us
City/Urban, Community and Regional Planning				S					M		M		
Community Organization, Resources and Services		A				A							A
Criminal Justice/Law Enforcement Administration	B			B, M	B, M			B, M	B, M	B, M		B	
Human Services, General				B									
International Relations and Affairs					B				B			B	
Non-Profit And Public Management	B			M				S					
Public Administration and Services, Other			A							S			
Public Administration								M, D	M	M	M		
Public/Applied History and Archival Administration				S	D								
Securities Services Administration/Management							A						

C = Postsecondary Awards/Certificates/Diplomas
A = Associate Degree
B = Bachelor's Degree
M = Master's Degree
D = Doctoral Degree
S = Special Postbaccalaureate

This chart was based upon the best available information and is intended only to serve as a general guide for educational opportunities. Department names for programs vary among schools. Refer to related cluster booklets for other possible programs. Community Colleges (www.tbr.state.tn.us/campuses.htm) offer University Parallel Programs, which may also offer opportunities for study in this field. Contact the schools' academic departments or your school advisor for current programs and degrees: www.tbr.state.tn.us/campuses.htm and http:/www.tennessee.edu/.

For financial aid information, go to the Tennessee Student Assistance Corporation, http://Tennessee.gov/tsac/about_us.htm, or The Source, www.sourcetn.org (Services for Individuals, Education Services, Financial Aid).

Tennessee Licensed Occupations

Job Titles and Licenses		Contacts
Chief Executives Education Administration		Office of Teacher Licensing Department of Education Andrew Johnson Tower, 4th Floor 710 James Robertson Pkwy. Nashville, TN 37243 (615) 532-4885 http://www.tennessee.gov/education/lic/

Discover your talents

Tennessee Career Information Delivery System (TCIDS): http://tcids.tbr.edu/
The Source: http://www.sourcetn.org

Notice

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For more information on Career clusters:
http://www.tennessee.gov/education/cte

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States' Career Clusters Initiative
www.careerclusters.org