



# GEORGIA

## DEPARTMENT OF NATURAL RESOURCES

### VACANCY ANNOUNCEMENT



Coastal Resources Division



Environmental Protection Division



Historic Preservation Division



Law Enforcement Division



Parks, Recreation & Historic Sites Division



Wildlife Resources Division

### Vacant Position Listing

Please click on the Job Title – Location to learn more about the advertised vacant position

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## Georgia County & Major City Map



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## Applicant Information

- Vacancies are open to all qualified applicants. Applicants will be screened for the minimum qualifications listed for each job vacancy. Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the listed preferred qualifications, when applicable.
- Employees will be given the opportunity to compete within their division or within central office to transfer to or voluntary demote to a vacant position prior to consideration of applicants from outside of the agency.
- Applications are accepted for announced jobs only.
- To apply for an announced job vacancy, applicants must submit a Department of Natural Resources (DNR) Application for Employment to the individual address listed with each job posting. It is important that applications be sent directly to the contact person and/or locations listed. Applications sent to another location may not be forwarded and may result in applications not being considered.
- Applicants must submit one application for each position being applied for.
- A .pdf version and a Word version of the DNR Application for Employment can be found by visiting the Careers page of the DNR website at <https://www.gadnr.org/careers>.
- If submitting a résumé, please attach the résumé with a **completed** DNR Application for Employment.
- Please be sure to include the following information on your application; Job Title and Position Number.
- If the minimum qualifications for a job require a college education and you have obtained a degree from a college or university outside the USA, you are required to submit an International Education Evaluation Letter showing your degree is equivalent to one obtained at a college or university in the USA. International Educational Evaluations are accepted from the National Association of Credential Evaluation Services ([www.naces.org/members.htm](http://www.naces.org/members.htm)) or the Association of International Credentials Evaluators ([www.aice-eval.org](http://www.aice-eval.org)).
- Your application must be postmarked no later than the application deadline date noted on the specific job posting. Please note that deadlines will differ by job postings.
- Any offer of full time and part time employment by DNR is conditional upon a background check that is appropriate for the job functions and business necessity. If related criminal records are revealed in the process, the applicant will not be automatically disqualified.
- Information found on publicly posted social media accounts may be examined.
- Current State of Georgia employees transferring to a DNR position, on the same pay grade, will transfer at their existing pay. Current State of Georgia employees transferring to a DNR position, on a higher pay grade, will typically receive a 5% promotion, or go to the job minimum, whichever is greater. Current State of Georgia employees transferring to a DNR position, on a lower pay grade, will typically receive a demotion with a loss in pay.
- **All positions listed in this announcement are in the Unclassified Service and will be filled as unclassified positions.**
- All qualified applicants will be considered. Hiring locations will contact applicants regarding interviews but due to the volume of applications received not all applicants will be contacted or receive an interview.
- If you need this Vacancy Announcement in an alternate format, please contact the DNR Office of Human Resources at 404.656.7560.
- DNR is a registered participant in the federal work authorization program commonly known as E-Verify. DNR uses this program to verify employment eligibility of individuals hired on or after July 1, 2007. DNR's E-Verify ID # is 45119, Authorized July 1, 2007.
- The Georgia Department of Natural Resources is an Equal Opportunity Employer.

Additional information on the Georgia Department of Natural Resources Operating Divisions can be located by visiting the below website addresses:

Coastal Resources Division  
 Environmental Protection Division  
 Historic Preservation Division  
 Law Enforcement Division  
 Parks, Recreation and Historic Sites Division  
 Wildlife Resources Division

[www.CoastalGADNR.org](http://www.CoastalGADNR.org)  
[www.GeorgiaEPD.org](http://www.GeorgiaEPD.org)  
[www.GAshpo.org](http://www.GAshpo.org)  
[www.GADNRLE.org](http://www.GADNRLE.org)  
[www.GAStateParks.org](http://www.GAStateParks.org)  
[www.GeorgiaWildlife.org](http://www.GeorgiaWildlife.org)

**NOTE: Information in this Vacancy Announcement is subject to change.**

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## **Central Office Vacancies**

### ***HR Generalist 1 – Fulton County***

<b>LOCATION</b>	Office of Human Resources						
<b>DIVISION</b>	Administrative Services						
<b>POSITION #</b>	<b>00157605</b>	<b>JOB CODE</b>	<b>HRP010</b>	<b>PAYGRADE</b>	<b>J</b>	<b>ENTRY SALARY</b>	<b>\$34,289.83</b>

#### **JOB DESCRIPTION**

Under supervision, provides multiple human resources services in support of the Department of Natural Resources. Responsible for working with a team charged with processing daily transactions, administering employee benefits, reviewing and processing compensatory time requests, monitoring the employee records function and performing other human resources responsibilities.

#### **MINIMUM QUALIFICATIONS**

Associate's degree from an accredited college or university.

**OR**

Two years of human resource experience.

#### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with experience in:

- Working in the Human Resources office of a State of Georgia government agency
- Processing personnel transactions using TeamWorks (PeopleSoft) HCM
- Administering State of Georgia health and flexible benefits
- Experience and knowledge of the ADP and GA-Breeze systems
- Providing customer service
- Providing new hire orientation
- Reviewing requests for FLSA compensatory time and Holiday Deferral

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
 Office of Human Resources  
 ATTN: Jennifer Gadson  
 2 MLK Jr. Drive, SE  
 Suite 1258, East Tower  
 Atlanta, GA 30334  
[Jennifer.Gadson@dnr.ga.gov](mailto:Jennifer.Gadson@dnr.ga.gov)

**The Deadline date to apply for this position is 9/27/19**

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## **Grants Specialist 1 – Fulton County**

<b>LOCATION</b>	<b>Administrative Services – Grants Unit</b>						
<b>DIVISION</b>	<b>Administrative Services</b>						
<b>POSITION #</b>	<b>00212473</b>	<b>JOB CODE</b>	<b>FIP050</b>	<b>PAYGRADE</b>	<b>J</b>	<b>ENTRY SALARY</b>	<b>\$34,289.83</b>

### **JOB DESCRIPTION**

Provides technical or topical expertise, information, training and problem resolution for the Recreational Trails Program (RTP). Reviews and analyzes all phases of grant compliance and accountability. Monitors grants and acts as liaison between grantees and the Federal Highway Administration.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in business, public administration, finance or related areas from an accredited college or university.

**OR**

Four years of experience in grants management, public funds administration, accounting or a closely related area.

**NOTE:** Related professional experience may substitute for the minimum educational requirement on a year-for-year basis.

### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- State government experience
- Knowledge of/experience in grants and/or contract administration
- Experience with software for grants management and/or accounting

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
 Office of Human Resources  
 ATTN: Jennifer Gadson  
 2 MLK Jr. Drive, SE  
 Suite 1258, East Tower  
 Atlanta, GA 30334  
[Jennifer.Gadson@dnr.ga.gov](mailto:Jennifer.Gadson@dnr.ga.gov)

**The Deadline date to apply for this position is 9/27/19**

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## **Parks, Recreation & Historic Sites Division Vacancies**

### ***Park / Historic Site Assistant Manager – Meriwether County***

<b>LOCATION</b>	Little White House Historic Site						
<b>DIVISION</b>	Parks, Recreation and Historic Sites Division						
<b>POSITION #</b>	<b>00099016</b>	<b>JOB CODE</b>	<b>NRP011</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$30,869.47</b>

#### **JOB DESCRIPTION**

Under general supervision, plans and coordinates activities of a Georgia State Parks facility (state parks, historical sites, golf courses and/or lodges). Organizes processes and develops procedures to manage administrative aspects of park. This is the entry/training level of the Parks Facilities Management job series. Directs subordinate supervisors and staff.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited four-year college or university.

**OR**

Associate degree from an accredited college or university

**AND**

Two years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor's service, security or facilities maintenance.

**OR**

High School Diploma or GED

**AND**

Three years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor's service, security or facilities maintenance.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
Parks, Recreation and Historic Sites Division  
ATTN: Lisa Keener  
2024 Newton Rd.  
Albany, GA 31701  
[parks3@dnr.ga.gov](mailto:parks3@dnr.ga.gov)

**The Deadline date to apply for this position is 9/26/19**

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## ***Parks Maintenance Technician 2 – Bryan County***

<b>LOCATION</b>	Fort McAllister State Park						
<b>DIVISION</b>	Parks, Recreation and Historic Sites Division						
<b>POSITION #</b>	<b>00099055</b>	<b>JOB CODE</b>	<b>NRT031</b>	<b>PAYGRADE</b>	<b>F</b>	<b>ENTRY SALARY</b>	<b>\$24,322.01</b>

### **JOB DESCRIPTION**

Under general supervision, plans, and/ or implements the maintenance programs for parks, museums, recreation facilities. May assist in management of park facilities.

#### **Primary Duties & Responsibilities:**

- Supervises and plans work of assigned staff
- Assists in provision of park programs and recreation activities
- Assists with fertilization and application of herbicides and other necessary treatment programs
- Assists with landscaping, planting, and erosion control
- Collects fees, direct traffic as required
- Maintain inventory; keep related records in accordance with the applicable policies and procedures
- Makes recommendations and initiates repairs, maintenance, and/or renovations of structures, grounds, facilities, roads, and other physical features of area
- Performs various maintenance responsibilities of shelters, water systems and all park grounds and buildings
- Prepares and maintains a maintenance schedule
- Provides assistances to park guest as needed
- Repairs and maintains motorizes and mechanical equipment and all other equipment as necessary

### **MINIMUM QUALIFICATIONS**

Vocational/Technical degree in a related field from an accredited college.

**OR**

High school diploma or GED

**AND**

One year of experience in general building, park or golf course maintenance that involved general repairs, building maintenance and ground maintenance.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
Parks, Recreation and Historic Sites Division  
ATTN: Nancy Jacobs  
One Conservation Way  
Brunswick, GA 31520  
[Parks2@dnr.ga.gov](mailto:Parks2@dnr.ga.gov)

**The Deadline date to apply for this position is 9/26/19**

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## ***Administrative Support 1 – Emanuel County***

<b>LOCATION</b>	George L. Smith State Park						
<b>DIVISION</b>	Parks, Recreation & Historic Sites Division						
<b>POSITION #</b>	<b>00185384</b>	<b>JOB CODE</b>	<b>GSS080</b>	<b>PAYGRADE</b>	<b>C</b>	<b>ENTRY SALARY</b>	<b>\$20,904.00</b>

### **JOB DESCRIPTION**

Under broad supervision, performs a variety of general secretarial, clerical, and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel. May enter data and/or process documents and records. The work includes operating standard office equipment. Work is performed under the close supervision of an administrative supervisor.

### **Primary Duties & Responsibilities:**

- Completes tasks and assignments associated with administrative support functions (ie, licensure, personnel, purchasing, records management, inventory, or similar function)
- Provides clerical support such as incidental typing, filing, ordering supplies, and sorting mail
- Provides clerical support within assigned functional area (ie processing/transactions, review of applications, scheduling training, scheduling facilities maintenance, reconciling financial records, assessing/collecting fees for a program)
- Provides general clerical support to an office, to include such tasks as data entry/maintenance, copying/distributing documents and materials, maintaining recordkeeping and filing systems, etc
- Provides secretarial and administrative support to an upper-level manager
- Uses independent judgment and initiative to perform administrative, clerical and secretarial duties in support of an individual employee or group of employees
- Receives additional training, as required, to gain full proficiency and experience in all areas

### **MINIMUM QUALIFICATIONS**

High school diploma or GED

**AND**

Ability to perform basic office functions and computer related duties.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
Parks, Recreation and Historic Sites Division  
ATTN: Nancy Jacobs  
One Conservation Way  
Brunswick, GA 31520  
[Parks2@dnr.ga.gov](mailto:Parks2@dnr.ga.gov)

**The Deadline date to apply for this position is 9/26/19**

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## **Wildlife Resources Division Vacancy**

### ***Training and Development Specialist Supervisor - Jasper County***

<b>LOCATION</b>	Charlie Elliott Wildlife Center						
<b>DIVISION</b>	Wildlife Resources Division						
<b>POSITION #</b>	<b>00181586</b>	<b>JOB CODE</b>	<b>GSP123</b>	<b>PAYGRADE</b>	<b>L</b>	<b>ENTRY SALARY</b>	<b>\$45,081.23</b>

#### **JOB DESCRIPTION**

As the Education Programs Supervisor, this position oversees and coordinates educational programming at Charlie Elliott Wildlife Center (CEWC). This includes but is not limited to supervising a team of four full time educators and up to eight seasonal employees, overseeing the development of educational programming for pre-K, K-12, and adult classes, camps and general audiences, evaluating programming, leading educational programs, training staff, and overseeing the care of the CEWC animal collection. Other responsibilities include purchasing supplies and materials, completing monthly attendance reports, and assisting in other areas as needed. This position must be able to lift more than 25 lbs., work with animals, move furniture or equipment ( e.g., tables/chairs/podiums), and work weekends and/or evenings as needed.

#### **MINIMUM QUALIFICATIONS**

Vocational/Technical degree in a directly related area from an accredited college

**AND**

Two years of experience providing educational, training or instructional services to functional area.

**OR**

High school diploma or GED

**AND**

Five years of area specific experience, One year of which in a lead/supervisory capacity.

#### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Four-year degree in Wildlife Management, Environmental Education, or similar field
- Three years of supervisory experience
- Five years of educational programming experience
- Experience with animal care and handling
- Training in Project WILD, Project WET, and/or Project Learning Tree
- Experience with shooting sports programs
- Preference may be given to current DNR/WRD employees
- The selected candidate may be required to pass a pre-employment drug screening test before final offer

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
 Wildlife Resources Division  
 ATTN: Connie Hopkins  
 2067 US Hwy. 278, SE  
 Social Circle, GA 30025  
[Connie.Hopkins@dnr.ga.gov](mailto:Connie.Hopkins@dnr.ga.gov)

**The Deadline date to apply for this position is 9/20/19**

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## **Environmental Protection Division Vacancies**

### ***Customer Service Representative 1 – Clayton County***

<b>LOCATION</b>	Land Protection Branch						
<b>DIVISION</b>	Environmental Protection Division						
<b>POSITION #</b>	<b>00101234</b>	<b>JOB CODE</b>	<b>GST120</b>	<b>PAYGRADE</b>	<b>F</b>	<b>ENTRY SALARY</b>	<b>\$23,420.42</b>

#### **JOB DESCRIPTION**

This position is located in the Georgia Environmental Protection Division (EPD)-Land Protection Branch. The incumbent to this position will serve as a receptionist and records technician for the Branch. Job duties include but are not limited to: file management and maintenance; updating files and making them easily accessible to others; answering multi-line phone system and directing calls to the correct recipient; greeting customers and providing assistance as needed.

#### **MINIMUM QUALIFICATIONS**

High school diploma or GED

**AND**

Six months of experience handling customer's questions, complaints and/or providing information.

#### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Experience as a receptionist
- Experience with multi-line phone system
- Experience in Microsoft Office
- Experience in state government
- Strong communication skills
- Organizational skills and ability to multitask

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
 Environmental Protection Division  
 ATTN: Faigann Arnold  
 2 MLK Jr. Drive  
 Suite 1456, East Tower  
 Atlanta, GA 30334  
[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)

**The Deadline date to apply for this position is 9/26/19**

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### **Laboratory Technician 1 – Gwinnett County**

<b>LOCATION</b>	Laboratory Operations						
<b>DIVISION</b>	Environmental Protection Division						
<b>POSITION #</b>	<b>00185279</b>	<b>JOB CODE</b>	<b>LST030</b>	<b>PAYGRADE</b>	<b>D</b>	<b>ENTRY SALARY</b>	<b>\$21,008.52</b>

#### **JOB DESCRIPTION**

This position is located in the Georgia Environmental Protection Division (EPD) - Laboratory Operations located in Norcross, GA. The incumbent in this position performs sample preparations and enters sample data results; assist customers who delivers samples and performs precise measures with balances and instruments.

#### **MINIMUM QUALIFICATIONS**

High school diploma or GED.

#### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with environmental laboratory experience.

**If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:**

Georgia Department of Natural Resources  
 Environmental Protection Division  
 ATTN: Faigann Arnold  
 2 MLK Jr. Drive  
 Suite 1456, East Tower  
 Atlanta, GA 30334  
[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)

**The Deadline date to apply for this position is 9/27/19**