



GEORGIA

DEPARTMENT OF NATURAL RESOURCES

VACANCY ANNOUNCEMENT



Coastal Resources
Division



Environmental Protection
Division



Historic Preservation
Division



Law Enforcement
Division



Parks, Recreation and
Historic Sites
Division



Wildlife Resources
Division

GEORGIA DEPARTMENT of NATURAL RESOURCES
Office of Human Resources

404.656.7560

www.gadnr.org

VACANCY ANNOUNCEMENT #28-2018

APPLICATION DEADLINE DATE: **July 31, 2018**

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



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. Please do not submit your application to the address listed on the front of this announcement.
- 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 <http://www.gadnr.org/careers>.
- If submitting a résumé, please attach this 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) or the Association of International Credentials Evaluators (www.aice-eval.org).
- Your application must be postmarked no later than the application deadline date noted on the front page of this Vacancy Announcement. Please note that deadlines listed may differ for certain advertised jobs from what is listed on the front of the Vacancy Announcement.
- 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 publically 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
www.GeorgiaEPD.org
www.GAshpo.org
www.GADNRLE.org
www.GAStateParks.org
www.GeorgiaWildlife.org

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

Conservation Ranger 1 (Game Warden) Applicant Information

JOB CODE: PSP040

PAYGRADE: LH

ENTRY SALARY: \$41,236.08

The Law Enforcement Division of the Georgia Department of Natural Resources is accepting applications for the position of Conservation Ranger 1 (Game Warden) on a year-round basis. The pool of applications on hand will be pulled as needed by the agency to fill vacant positions. Applicants must submit a DNR P.O.S.T. Certified Position Application for Employment to the DNR Training Academy, along with a current P.O.S.T. Certification Certificate (if applicable) or a copy of the P.O.S.T. Entrance Exam results to the following address:

DNR Training Academy
ATTN: Conservation Ranger Employment
1000 Indian Springs Drive
Forsyth, GA 31029

Or documents may be sent electronically to DNR.Training.Academy@dnr.ga.gov.

Completed applications will be used to create a List of Applicants which will be used to fill positions as needed.

NOTE: Applicants who are not POST certified must pass the P.O.S.T. Entrance Exam to be considered for a Conservation Ranger 1 (Game Warden) position. A copy of the test scores must be included with the application when applying for a Conservation Ranger 1 (Game Warden) position. P.O.S.T. Entrance Exam Information is located on the Careers page of the Law Enforcement Division's website.

Applicants who are P.O.S.T. Certified must provide a copy of their P.O.S.T. Certification Certificate when applying for a Conservation Ranger (Game Warden) position.

The following information can be used to provide guidance when applying for the Conservation Ranger 1 (Game Warden) position. This information is available on the Careers page of the Law Enforcement Division's website at www.gadnrle.org/careers-le:

- What is a Game Warden
- Qualifications for Employment
- P.O.S.T. Entrance Exam (POST testing information)
- Selection Process
- Conditional Employment
- Law Enforcement Training
- Career Progression/Promotions/Assignments
- Employment Benefits
- DNR P.O.S.T. Certified Position Application for Employment
- DNR Supplemental Work History
- Conservation Ranger 1 (Game Warden) Hiring Packet
- Becoming a Game Warden Brochure

Additional information is available by contacting the DNR Training Academy at (478) 993-4540 or (478) 993-4545 or via e-mail at DNR.Training.Academy@dnr.ga.gov.

NOTE: The DNR P.O.S.T. Certified Position Application for Employment is being accepted year-round. There is no Deadline Date to submit the application for a Conservation Ranger 1 (Game Warden).

Parks, Recreation and Historic Sites Division Vacancies
Communications Specialist 2 (Conference Coordinator) – Butts County

LOCATION	Indian Springs State Park						
DIVISION	Parks, Recreation and Historic Sites Division						
POSITION #	00216812	JOB CODE	GSP041	PAYGRADE	I	ENTRY SALARY	\$32,418.30 - \$42,819.47

Entry salary based on education and/or experience

JOB DESCRIPTION

Under general supervision, coordinates planning, facilities, services, and functions for all groups utilizing park conference centers. Responsibilities include marketing and providing information to interested parties/groups in the initial planning stages, to final follow up and evaluation after an event has been hosted.

Primary Duties & Responsibilities

- Creates and maintains a performance environment characterized by positive leadership and strong team orientation.
- Coordinates advertising and sales promotional materials for public relations objectives.
- Determines conference and meeting arrangements are scheduled and confirmed and coordinates on-site logistics of such events.
- Coordinates and/or supervises the setup of dining and meeting rooms for special functions. Greets customers courteously throughout the entire event.
- Establish file for each group, consisting of information regarding group, type of accommodations, billing arrangements and any special setup information.
- Reviews sensitive or problem accounts with customers and works to provide a resolutions which meets both organizational and customer needs.
- Ensures completion of agreed charges and additions.

MINIMUM QUALIFICATIONS

Bachelor's degree in communications or a related field from an accredited college or university

AND

One year of communications or related experience.

OR

Four years of communications or related experience.

OR

One year of experience required at the lower level Communications Specialist 1 (GSP040) or position equivalent.

NOTE: Applicants that previously applied from DNR Vacancy Announcement # 24-2018 are still being considered and do not need to re-apply.

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: Karen Glover
2600 Highway 155
Stockbridge, GA 30281
Karen.Glover@dnr.ga.gov

Wildlife Resources Division Vacancies

Fisheries Technician 3- Crisp County

LOCATION	Cordele Hatchery						
DIVISION	Wildlife Resources Division						
POSITION #	00100323	JOB CODE	NRT062	PAYGRADE	J	ENTRY SALARY	\$35,569.36

Based on education and experience, the selectee will be hired into one of the above mentioned job codes.

JOB DESCRIPTION

Under limited supervision, this position serves as hatchery manager for the Cordele Fish Hatchery; directs all fish care and culture operations at this large warm water fish production facility; supervises other staff in the performance of all phases of fish culture and supporting operations such as equipment operation and maintenance, facilities and grounds maintenance, and purchasing; identifies needs and sets priorities and prepares budget requests for hatchery repair and renovation projects. The incumbent will be required to reside on site in state-provided housing.

MINIMUM QUALIFICATIONS

Bachelor's degree in fisheries management or a related field from an accredited college or university.

OR

Associate's degree in Fisheries Management or a related field from an accredited college or university

AND

One year of experience required at the lower level Fisheries Technician 2 (NRT061) or position equivalent.

OR

Completion of equivalent coursework (90 quarter hours or 60 semester hours) in Fisheries Management or a related field from an accredited college or university

AND

One year of experience required at the lower level Fisheries Technician 2 (NRT061) or position equivalent.

OR

High school diploma or GED

AND

Two years of experience required in the Wildlife Resources Division as a Fisheries Technician 2 (NRT061).

PREFERRED QUALIFICATIONS

Preference may be given to applicant with:

- Completion of an Associate's degree or higher in fisheries management
- Extensive experience in warm water fish culture
- Experience in freshwater fisheries management

NOTE: Incumbent must possess Class A Commercial Driver's License (CDL) or be willing and able to obtain a Class A CDL within 12-months of employment.

NOTE: Applicants that previously applied from DNR Vacancy Announcements # 15-2018 and 19-2018 are still being considered and do not need to re-apply.

(CONTINUED ON PAGE 8)

Fisheries Technician 3 Continued

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: Connie Hopkins
2067 US Hwy, 278, SE
Social Circle, GA 30025
Connie.Hopkins@dnr.ga.gov

Construction Specialist 2 – Peach County

LOCATION	Fort Valley						
DIVISION	Wildlife Resources Division						
POSITION #	00185049	JOB CODE	FEP051	PAYGRADE	I	ENTRY SALARY	\$32,418.30

JOB DESCRIPTION

Under general supervision the incumbent will participate in Georgia's Boating Access Program construction activities including the construction, repair and maintenance of boat ramps, operations and hauling of heavy equipment, oversight of contractors (skilled and labor), inspection of facilities, and the interpretation of design drawings and specifications. Position requires regular statewide travel.

Incumbent must possess Class A Commercial Driver's License (CDL) or be willing and able to obtain a Class A CDL within 12-months of employment.

MINIMUM QUALIFICATIONS

Bachelor's degree in a related field from an accredited college or university.

OR

Associate's/Vocational/Technical degree in a related field from an accredited college or university

AND

One year of experience in maintenance and/or general building construction.

OR

High school diploma or GED

AND

Two years of experience in maintenance and/or general building construction.

OR

One year of experience at the lower level Construction Specialist 1 (FEP050) or position equivalent.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience with construction activities of outdoor recreational facilities
- Valid Class A Commercial Driver's License
- Experience operating heavy equipment

NOTE: Applicants that previously applied from DNR Vacancy Announcements #16-2018 and 20-2018 are still being considered and do not need to re-apply.

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Construction Specialist 2 Continued

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 U.S. Highway 278, SE
Social Circle, GA 30025
Connie.Hopkins@dnr.ga.gov

Environmental Protection Division Vacancies

Manager 2, Environmental Protection – Fulton County

LOCATION	Watershed Protection Branch						
DIVISION	Environmental Protection Division						
POSITION #	00195342	JOB CODE	RCM011	PAYGRADE	N	ENTRY SALARY	\$57,389.81

JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division – Watershed Protection Branch. The incumbent in this position will manage the Water Supply Program.

MINIMUM QUALIFICATIONS

Bachelor's degree in Environmental Sciences, Biology, Chemistry, Geology, Engineering (Agricultural, Chemical, Civil, Environmental, Mechanical or Sanitary) or related field from an accredited college or university

AND

Four years of professional experience in environmental enforcement, environmental health, environmental monitoring, environmental protection or environmental research, two of which was a supervisor.

OR

Two years of experience at a level equivalent to Mgr 1, Env Protection (RCM010).

NOTE: Graduate coursework in the above areas may substitute for a maximum of two years of non-supervisory experience.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience with the planning and/or permitting of water supply projects
- Experience with the requirements for water withdrawal permits under the Georgia Water Quality Control Act and the Georgia Groundwater Use Act
- Experience with water loss audit programs for municipal water use
- Demonstrated experience with business process improvement
- Demonstrated success with stakeholder/public involvement

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: Dan Roach
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov

NOTE: This position will remain on the DNR Vacancy Announcement until filled.

Manager, Systems Development – Fulton County

LOCATION	Director's Office – Information Technology Unit						
DIVISION	Environmental Protection Division						
POSITION #	00101238	JOB CODE	ITM010	PAYGRADE	M	ENTRY SALARY	\$47,236.93

JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division (EPD) - Information Technology Unit. The successful candidate will be responsible for the implementation of all new system application development functions include planning, strategy, testing, and the execution for EPD's Information Technology program. The incumbent in this position will manage a Unit whose primary responsibility is to support EPD with new system application development as well as oversee the work of staff involved in programming, quality assurance testing, implementation and support. Other responsibilities include on-going management of application maintenance schedules, application update release calendar, resource leveling and application code updates.

The ideal candidate will possess the following:

- Experience with preparing application development Level of Efforts
- Effective delegation, team coordination and communication skills, both verbal and written
- Experience developing, managing, and communicating implementation schedules
- Ability to manage multiple tasks/projects and changing priorities
- Experience with developing applications that meets customer requirements, operates as specified, and is stable
- Knowledge and experience in managing an application development team within a diverse organization
- Comfortable interacting with staff and management, including executive levels
- Knowledge and experience with .Net and Microsoft SQL
- Knowledge and experience with cloud managed services

MINIMUM QUALIFICATIONS

Bachelor's degree in a related field from an accredited college or university

AND

Three years of directly related supervisory experience.

OR

Associate's/Vocational/Technical degree in a related field from an accredited college or university

AND

Five years of directly related supervisory experience.

OR

Two years of experience at the lower level Systems Architect (ITP024) or position equivalent.

NOTE: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Bachelor's Degree in the area of Information Technology/Computer Sciences
- Prior experience in environmental protection related projects

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Manager, Systems Development Continued

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: Dan Roach
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov

Manager 1, Environmental Protection – Fulton County

LOCATION	Watershed Protection Branch						
DIVISION	Environmental Protection Division						
POSITION #	00101441	JOB CODE	RCM010	PAYGRADE	M	ENTRY SALARY	\$52,172.55

JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division – Watershed Protection Branch – Wastewater Regulatory Program – Industrial Permitting Unit. The incumbent will be part of a dynamic team whose goals are environmental stewardship, protection of human health, and economic vitality. The successful candidate for this position will manage the issuance of protective, consistent, and enforceable permits to regulate industrial discharges to waters of the State, publicly owned treatment works, and land treatment systems. Additionally, oversight of the Underground Injection Control Program will be required. The applicant should be independent, dedicated, and capable of continual improvement while simultaneously managing several technically challenging projects. Strong interpersonal, verbal, and written communication skills are necessary to communicate with the regulated community and the public. The incumbent will participate in public meetings and hearings, respond to public comments, host stakeholder meetings, provide expert testimony (when applicable) and coordinate with federal, state, and local agencies.

MINIMUM QUALIFICATIONS

Bachelor's degree in Environmental Sciences, Biology, Chemistry, Geology, Engineering (Agricultural, Chemical, Civil, Environmental, Mechanical or Sanitary) or related field from an accredited college or university

AND

Four years of professional experience in environmental enforcement, environmental health, environmental monitoring, environmental protection or environmental research.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Extensive knowledge or experience of the Clean Water Act
- Extensive knowledge or experience of industrial wastewater permitting
- Experience writing or interpreting complex regulatory documents
- Demonstrated experience with business process improvement
- Demonstrated success with stakeholder/public involvement

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: Dan Roach
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov

NOTE: This position will remain on the DNR Vacancy Announcement until filled.

Manager 1, Environmental Protection – Clayton County

LOCATION	Land Protection Branch						
DIVISION	Environmental Protection Division						
POSITION #	00160098	JOB CODE	RCM010	PAYGRADE	M	ENTRY SALARY	\$52,172.55

JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division – Land Protection Branch – Solid Waste Management Program. The unit is comprised of an engineer and two environmental specialists. The successful candidate for this position will manage a robust local government reimbursement program for cleaning up and properly disposing of scrap tires; state contract abatements of scrap tires; the solid waste trust fund; the development and implementation of strategies to reduce waste, reuse materials; the permitting and inspection of scrap tire processors and sorters; the permitting of material recovery facilities and composting operations; the review and evaluation of beneficial reuse projects; the updating and implementation of the state’s solid waste management plan, and the Environmental Education in Georgia website. This position will work closely with other units in the Program in order to develop and implement outreach strategies, providing information on EPD’s website, and developing and enhancing guidance documents. This position will also provide technical assistance, guidance, review and interpretation of scrap tire, composting, and material recovery laws and rules to other government agencies and the regulated and non-regulated community.

MINIMUM QUALIFICATIONS

Bachelor's degree in Environmental Sciences, Biology, Chemistry, Geology, Engineering (Agricultural, Chemical, Civil, Environmental, Mechanical or Sanitary) or related field from an accredited college or university
AND

Four years of professional experience in environmental enforcement, environmental health, environmental monitoring, environmental protection or environmental research.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience with projects involving waste reduction, recycling, and/or reuse of waste materials
- Experience with developing and implementing environmental education and outreach projects
- Experience with state composting and scrap and used tire management regulations

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: Dan Roach
 2 MLK Jr. Drive
 Suite 1456, East Tower
 Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov

NOTE: This position will remain on the DNR Vacancy Announcement until filled.

Environmental Compliance Specialist 1/2/3 – Clayton County

LOCATION	Land Protection Branch						
DIVISION	Environmental Protection Division						
POSITION #	00194773	JOB CODE	RCP020	PAYGRADE	H	ENTRY SALARY	\$30,000.00
		JOB CODE	RCP021	PAYGRADE	J	ENTRY SALARY	\$33,630.41
		JOB CODE	RCP022	PAYGRADE	K	ENTRY SALARY	\$36,993.45

Based on education and experience, the selectee will be hired into one of the above mentioned job codes.

JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division – Land Protection Branch - Lead-Based Paint and Asbestos Unit. The incumbent in this position will perform compliance and enforcement activities and present outreach and educational information to the regulated community and general public. The incumbent will also provide technical assistance to staff and the public.

MINIMUM QUALIFICATIONS

RCP020 – Environmental Compliance Specialist 1

Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited college or university.

RCP021 – Environmental Compliance Specialist 2

Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited college or university

AND

Two years of professional experience in environmental protection.

OR

One year of experience at a level equivalent to an Environmental Compliance Specialist 1 (RCP020) or position equivalent.

RCP022 – Environmental Compliance Specialist 3

Bachelor's degree in Chemistry, Biology, Physics, Geology or other natural or physical science or engineering field from an accredited college or university

AND

Three years of professional experience in environmental protection.

OR

One year of experience at a level equivalent to an Environmental Compliance Specialist 2 (RCP021) or position equivalent.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with experience with regulatory inspections, compliance and enforcement activities.

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Environmental Compliance Specialist 1/2/3 Continued

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: Dan Roach
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov

Laboratory Scientist 1/2 - Gwinnett County

LOCATION	EPD Laboratory						
DIVISION	Environmental Protection Division						
POSITION #	00101653	JOB CODE	LSP030	PAYGRADE	H	ENTRY SALARY	\$29,399.50
			LSP031		I		\$32,418.30

Based on education and experience, the selectee will be hired into one of the above mentioned job codes.

**Official Job Title: Chemical Material Analyst 1 / 2*

JOB DESCRIPTION

This position is located in the Georgia Environmental Protection Division - Laboratory Operations in Norcross, Georgia. The incumbent in this position performs analysis of drinking water, surface water and ground water for bacteria and protozoans by EPA approved methods.

MINIMUM QUALIFICATIONS

LSP030 – Laboratory Scientist 1 (Chemical Material Analyst 1)

Bachelor's degree in a physical or natural science from an accredited college or university.

LSP031 – Laboratory Scientist 2 (Chemical Material Analyst 2)

Bachelor's degree in a physical or natural science from an accredited college or university

AND

One year of experience at a level equivalent to a Chemical/Material Analyst 1 (LSP030).

PREFERRED QUALIFICATIONS

Preference may be given to applicants with 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: Dan Roach
 2 MLK Jr. Drive
 Suite 1456, East Tower
 Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov

Office Manager – Clayton County

LOCATION	Land Protection Branch						
DIVISION	Environmental Protection Division						
POSITION #	00100946	JOB CODE	GSP130	PAYGRADE	J	ENTRY SALARY	\$35,569.36

**Official Job Title: Business Support Analyst 1*

JOB DESCRIPTION

The Georgia Environmental Protection (EPD) Division is seeking to fill the position of Office Manager in the Land Protection Branch. The incumbent in this position will manage a unit that provides administrative and office support services to the branch including clerical work, file retention and recordkeeping services, office equipment (e.g. computers, printers, and copiers) maintenance requests, Georgia Open Records Act (GORA) requests, and purchase orders for general office supplies. This incumbent serves as the liaison between the branch and EPD Human Resources (HR) by preparing personnel action requests, coordinating the delivery of HR packages, managing timesheet grid keeping, and facilitating employee onboarding and off-boarding. The position will also manage facility activities such as granting building key card access, initiating building maintenance requests with the property manager, and managing the fleet coordinator in charge of vehicle fleet management. The ideal candidate will possess the following: experience developing, managing, and implementing new office procedures, effective delegation, team coordination, and communication skills, ability to manage multiple tasks and changing priorities, strong commitment to customer service (internal and external) to ensure a smooth running of the office.

MINIMUM QUALIFICATIONS

Bachelor's degree in business or related field from an accredited college or university

AND

One year of experience related to area of assignment.

Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Supervisory experience
- Experience with PeopleSoft, Remedy, Concur, and/or Team Georgia Marketplace
- Experience writing and implementing policy, procedures, or guidance
- Experience managing service requests and contractors
- Experience as an administrative assistant or secretary

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address [highlighted](mailto:JobsAtEPD@dnr.ga.gov) below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Environmental Protection Division
ATTN: Dan Roach
2 MLK Jr. Drive
Suite 1456, East Tower
Atlanta, GA 30334
JobsAtEPD@dnr.ga.gov