



# 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](http://www.gadnr.org)

VACANCY ANNOUNCEMENT #03-2016

APPLICATION DEADLINE DATE: January 26, 2016

## 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.
- Applications and/or resumes` 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/resume` to the address listed on the front of this announcement.
- Applicants must submit one application/resume 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 resume`, please attach this with the DNR Application for Employment.
- Please be sure to include the following information on your application; Job Title, Position Number or Job # and Location.
- 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/Organization.aspx](http://www.aice-eval.org/Organization.aspx)).
- 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.
- 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.
- 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.**

## **LAW ENFORCEMENT POSITION HIRING INFORMATION**

Effective May 1, 2012 ALL applicants who are NOT P.O.S.T. Certified must take and pass the P.O.S.T. Entrance Examination, **prior to submitting an application**, to be considered for a Law Enforcement (P.O.S.T.) position within DNR. Results from the P.O.S.T. Entrance Exam must be submitted with your DNR P.O.S.T. Certified Position Application for Employment. A .pdf version and a Word version of the DNR P.O.S.T. Certified Position Application for Employment can be found by visiting the Careers page of the DNR website at <http://www.gadnr.org/careers>.

Applicants who are P.O.S.T. Certified must submit a copy of their P.O.S.T. Certification Certificate with their application to be considered for a Law Enforcement (P.O.S.T.) position.

### **CONDITIONAL EMPLOYMENT**

Applicants selected to fill Law Enforcement positions, who are not P.O.S.T. Certified, must accept Conditional Employment with DNR. The terms of this Conditional Employment are as follows:

- Upon hire, the employee must attend an 11-week Basic Law Enforcement Training Course to obtain their P.O.S.T. Certification at one of the Georgia Public Safety Training Center (GPSTC) Regional Academies located in Athens; Augusta; Columbus; Dalton; Forsyth; Savannah; Tifton.
- Upon obtaining P.O.S.T. Certification, the employee is then required to complete a 12-week DNR Academy at the GPSTC located in Forsyth.

Applicants must successfully complete the Basic Law Enforcement Training Course and the DNR Academy in order to continue employment with DNR.

### **P.O.S.T. ENTRANCE EXAM INFORMATION**

Applicants who are not P.O.S.T. Certified must pass the P.O.S.T. Entrance Exam to be considered for Law Enforcement positions within DNR.

Effective January 1, 2009 the P.O.S.T. Council adopted the **ASSET** or **COMPASS** exam as the official P.O.S.T. Entrance Exam for law enforcement candidates. The **ASSET** or **COMPASS** exams are administered through the Technical College System of Georgia at various Technical Colleges throughout Georgia.

The **COMPASS** exam is a computer-based exam that provides immediate results. The **ASSET** exam is a paper and pencil version that will provide results in approximately 10 business days. Both of these exams measure reading, writing and numerical skills. Passing scores for the **ASSET** and **COMPASS** exam are listed below:

Test Portion	ASSET	COMPASS
Reading	38	70
Writing	35	32

Applicants who are not P.O.S.T. Certified are required to provide a copy of their test results when applying for a Conservation Ranger position with DNR.

P.O.S.T. Entrance Exam Information, including testing locations, can be found on the Careers page of the DNR website at [www.gadnr.org/careers](http://www.gadnr.org/careers).

Applicants taking the P.O.S.T. Entrance Exam are required to take a completed **P.O.S.T. Entrance Examination Access Form** to the test site. This form is found on the Careers page of the DNR website at [www.gadnr.org/careers](http://www.gadnr.org/careers).

## SUMMARY OF AVAILABLE POSITIONS

### Central Office

Mgr. Accounting/Financial Services Page 6

Programmer Analyst 3 Pages 7-8

Financial Ops Generalist 2 Page 9

### Coastal Resources Division

Sr. Mgr. 1, Natural Resources Pages 10-11

Marine Biologist 2 Pages 12-13

Marine Tech 3 Pages 14-15

### Environmental Protection Division

Mgr. 2, Environmental Protection Page 16

Mgr. 1, Environmental Protection Pages 17-18

Mgr. 1, Environmental Protection Page 19

Mgr. 1, Environmental Protection Page 20

Mgr. 1, Environmental Protection Page 21

Mgr. 1, Environmental Protection Page 22

Mgr. 1, Environmental Protection Page 23

Mgr. 1, Environmental Protection Pages 24-25

Application Development Manager Pages 26-27

Technical Project Manager Pages 28-29

Geologist 1/2/3 Pages 30-31

Environmental Compliance Spec 1/2/3 Pages 32-33

Environmental Compliance Spec 1/2/3 Pages 34-35

Laboratory Supervisor Page 36

Executive Administrative Assistant Pages 37-38

**(CONTINUED ON PAGE 5)**

**Summary of Available Positions Continued****Parks, Recreation & Historic Sites Division**

Mgr. 2, Facilities Maint/Construction

Pages 39-40

Admin. Support 2

Page 41

**Wildlife Resources Division**

Fisheries Tech 2

Page 42

Fisheries Tech 2

Page 43

Fisheries Tech 2

Page 44

Fisheries Tech 2

Page 45

Admin. Assistant 2

Page 46

Customer Service Rep 2

Page 47

**CENTRAL OFFICE VACANCIES****Mgr., Accounting/Financial Svcs**

<b>LOCATION</b>	Accounting Office– Fulton County						
<b>DIVISION</b>	Central Office						
<b>POSITION #</b>	<b>00098599</b>	<b>JOB CODE</b>	<b>FIM010</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$46,310.72</b>

**JOB DESCRIPTION**

Incumbent is responsible for management of the Accounts Payable staff as well as posting all wire transfers for DNR, balancing open payables, travel advances at month end and year end, processing all payments for the North Georgia Mountain Authority, processing rent payments for Georgia Building Authority, Workers Compensation, Unemployment Insurance, Sales Tax vouchers and SAO Financial billings and balance year end Salary, Travel and Per Diem.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in business administration, accounting, finance or a closely related field from an accredited college or university

**AND**

Three years of professional level experience in accounting and/or a closely related fiscal activity, one year in a supervisory, administrative or lead worker role.

**PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Peoplesoft experience
- Experience reconciling General Ledger accounts (Cash, Accounts Payable, Salary/Travel/PerDiem, etc.)
- Experience using the Concur Travel system
- Experience processing 1099s
- Experience uploading PCard vouchers
- Experience processing Peoplesoft vouchers (PO, payroll, regular)
- Experience posting wire transfers
- Prior governmental accounting experience

**If interested in applying for this position, please submit an electronic application to the e-mail address highlighted below or mail your application to the following address:**

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

**NOTE: The deadline date to apply for this position is January 19, 2016.**

## Programmer Analyst 3

<b>LOCATION</b>	<b>Office of Information Technology</b>						
<b>DIVISION</b>	<b>Central Office</b>						
<b>POSITION #</b>	<b>00101042</b>	<b>JOB CODE</b>	<b>ITP023</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>TBD</b>

**NOTE:** Salary Commensurate with Experience

### JOB DESCRIPTION

As a Developer of browser based applications, candidate is responsible for developing and maintaining server and Web components using PHP, XML5, CSS3, JSON, XML and Java script in a Linux/Apache/MySQL server environment, and helping to manage our Drupal CMS. Responsibilities include software and database design and development, testing, implementation and support, as well as providing leadership on best practices and emerging technologies. Works with technical staff and other stakeholders to understand business requirements and transform those ideas into a technical reality that increases process efficiency, improves data quality, and maximizes customer satisfaction.

### MINIMUM QUALIFICATIONS

\*Bachelor's degree from an accredited college or university in computer science or a related field

**AND**

Five years of programming experience.

**OR**

Certificate or Associate's degree from an accredited program

**AND**

Six years of programming experience.

**OR**

Eight years of programming experience.

\* Applicants using this Minimum Qualifications option must have obtained a degree from an accredited college or university located in the USA. Applicants that have obtained a degree from outside the USA must provide an International Education Evaluation Letter showing the degree is equivalent to one obtained in the USA. International Educational Evaluations are only 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/Organization.aspx](http://www.aice-eval.org/Organization.aspx)).

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- 5 years of software development and support experience in an enterprise environment
- Two years of experience developing and supporting software in a UNIX environment
- Two years of programming experience using PHP development tools with a relational database
- Demonstrated experience and command of PHP, Java Script, HTML5, CSS3, XML, JSON, Ajax, Apache and Apache Tomcat, MySQL, Linux or UNIX
- Experience with the Drupal CMS including Themes, Modules, Core
- Experience with Google Maps API or other geospatial applications

**(CONTINUED ON PAGE 8)**

## Programmer Analyst 3 Continued

### **PREFERRED QUALIFICATIONS continued**

- Database skills including schema design, normalization, complex query design, index and query optimization, and advanced debugging
- Strong understanding of web services architectures
- Knowledge of mail protocols, DNS, forwarding, aliasing, firewalls, internet protocols and networking
- Demonstrated affinity for customer friendly user interface design
- Strong verbal and written communication skills, ability to adapt vocabulary and communication style to the intended audience
- Derives satisfaction from accomplishments, has pride in workmanship, and creates effective solutions quickly
- Highly analytical, with well-developed problem solving and troubleshooting skills, and excellent track record of creating effective solutions
- Makes informed and sensible architectural and technology choices, balancing ease of use, ease of maintenance, and speed to market to create high value products
- Demonstrates support for teammates, values sharing of knowledge, educates and coaches others
- Punctual and reliable, with good work habits and attention to professionalism. Capable of meeting budget and schedule commitments with a results-based customer first attitude

**If interested in applying for this position, please submit an electronic application to the e-mail address highlighted below or mail your application to the following address:**

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

**NOTE: The deadline date to apply for this position is January 22, 2016.**



## Financial Ops Generalist 2

<b>LOCATION</b>	<b>Central Office – Fulton County</b>						
<b>DIVISION</b>	<b>Central Office</b>						
<b>POSITION #</b>	<b>00152907</b>	<b>JOB CODE</b>	<b>FIT021</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$27,248.75</b>

### JOB DESCRIPTION

The incumbent in this position is responsible for daily processing of the mail. This includes sorting the mail and delivering it to Accounts Payable Staff and other departments as necessary. The incumbent will verify vouchers to the Daily Input report to insure correct amount and remittance address is on checks, mail out checks for the daily check run, maintain files, process all New Vendors (W-9's) and enter them into PeopleSoft, add and update Vendor ACH information, add and update email addresses for vendors, mail out W-9's and Vendor Information forms as requested, file W-9 and Vendor ACH forms, process Airplus Voucher (Bi-Monthly), process Concur Voucher (Monthly) and complete County Auditor requests for payment verifications.

### MINIMUM QUALIFICATIONS

Associate's degree in a business curriculum or related field from an accredited college.

**OR**

Two years of experience performing accounting and/or fiscal control functions.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- PeopleSoft experience processing travel vouchers, regular vouchers and P.O. vouchers.
- Experience maintaining files which includes filing of accounts payable reports, accounts payable documentation and miscellaneous filing
- Experience gathering and distributing mail, on a daily basis, to accounts payable personnel
- Experience processing daily accounts payable check runs to include inserting checks and invoices into envelopes for mailing

**NOTE:** Applicants that previously applied from DNR Vacancy Announcement # 51-2015 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  
 Office of Human Resources  
 ATTN: Jennifer Gadson  
 2 MLK Jr. Drive, SW  
 Suite 1258, East Tower  
 Atlanta, GA 30334  
[Jennifer.Gadson@dnr.ga.gov](mailto:Jennifer.Gadson@dnr.ga.gov)

**NOTE: The deadline date to apply for this position is January 19, 2016.**

**COASTAL RESOURCES DIVISION VACANCIES****Sr. Mgr. 1, Natural Resources**

<b>LOCATION</b>	CRD – Glynn County						
<b>DIVISION</b>	Coastal Resources Division						
<b>POSITION #</b>	<b>00099638</b>	<b>JOB CODE</b>	<b>NRM042</b>	<b>PAYGRADE</b>	<b>O</b>	<b>ENTRY SALARY</b>	<b>TBD</b>

**NOTE:** Salary Commensurate with Experience

**JOB DESCRIPTION**

As a member of the senior management team, the incumbent in this position is responsible for oversight of the daily operations and functions of the Ecological Services Section. Responsibilities include the Georgia Coastal Management Program, administering the Coastal Marshlands Protection Act and Shore Protection Act, and developing conservation policies through actions of the Board of Natural Resources and the Georgia General Assembly. Works with staff of other divisions of the Department of Natural Resources and with representatives of local governments, conservation non-governmental organizations, and state and federal agencies to ensure sound management of Georgia's coastal natural resources. The incumbent in this position reports to the director but is expected to work independently exhibiting sound judgement and an ability to solve problems and resolve conflict.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Biology, Zoology, Fisheries Management, Wildlife Management or a natural resources related field from an accredited college or university

**AND**

Three years of related natural resources experience at a supervisory/management level.

**OR**

One year of experience at a level equivalent to Mgr. 2, Natural Resources (NRM041).

**PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- A graduate-level degree in natural resource management or a related field
- Experience supervising mid-level management staff in a state government agency setting with a mentoring attitude to promote personal and professional growth in employees
- Experience managing multiple federal grants and a large and complex operational budgets
- Experience implementing laws, regulations, and policies to manage coastal natural resources
- Experience with application of the Coastal Zone Management Act, the Endangered Species Act, the Clean Water Act, the Rivers and Harbors Act and other federal laws and regulations in the context of state agency management of coastal resources
- Experience interacting with elected and appointed officials in local, state, and federal government settings to provide subject matter expertise
- Academic and experience-based knowledge of coastal Georgia ecosystems
- Strong verbal and written communication skills including the ability to adapt vocabulary and communication style to the intended audience

**(CONTINUED ON PAGE 11)**

**Sr. Mgr. 1, Natural Resources Continued**

- Ability to act independently to expediently solve problems and resolve conflicts to ensure compliance with laws, regulations, and policies
- Ability to maintain situational awareness of multiple projects and flexibility in a dynamic working environment
- Punctual and reliable with good work habits and attention to professionalism that serves as an example to other employees

**NOTE: THIS POSITION IS OPEN TO CURRENT DNR EMPLOYEES ONLY.**

Please direct questions about the position to Spud Woodward at [Spud.Woodward@dnr.ga.gov](mailto:Spud.Woodward@dnr.ga.gov)

**If interested in applying for this position, please complete a DNR Application for Employment and mail it to the address listed below or submit it electronically to the e-mail address highlighted below:**

Georgia Department of Natural Resources  
Coastal Resources Division  
ATTN: Gale Kennedy  
One Conservation Way, Suite 312  
Brunswick, GA 31520-8687  
[CRD.CRDDNR@dnr.ga.gov](mailto:CRD.CRDDNR@dnr.ga.gov) (Please include the position name in the subject)  
Fax: (912) 262-2318

## Marine Biologist 2

<b>LOCATION</b>	CRD – Glynn County						
<b>DIVISION</b>	Coastal Resources Division						
<b>POSITION #</b>	<b>00099598</b>	<b>JOB CODE</b>	<b>NRP041</b>	<b>PAYGRADE</b>	<b>K</b>	<b>ENTRY SALARY</b>	<b>\$43,063.23</b>

### JOB DESCRIPTION

The incumbent in this position will be expected to assist in accomplishing the goals and objectives of the Ecological Monitoring Surveys (EMS) group, which is responsible for conducting multiple biological field studies utilizing trawl gear on small and large vessels and on board commercial fishing vessels. Under broad supervision, supports biological and technical staff during the collection of data used to manage Georgia's seafood industry and marine recreational fishery. Supervises other technicians and seasonal employees during activities such as marine fisheries field operations, collection of commercial and recreational fishery catch and effort data, boating and fishing access construction and maintenance, and public outreach and education.

### MINIMUM QUALIFICATIONS

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

**AND**

One year of related experience.

**OR**

One year experience at the level equivalent to Marine Biologist 1 (NRP040).

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Masters Degree in fisheries science or closely related field
- One year experience supervising and conducting a fishery independent survey using various gears (trammel and gill nets, trawls, longlines, etc.)
- The ability to analyze complex datasets using advanced statistical software (SAS, SPSS, S-Plus, AD Model Builder, Systat, etc.)
- Experience in utilizing trawl gear (large and small vessel)
- Experience in identification of southeastern Atlantic marine organisms (finfish/crustaceans/etc.)
- Possess strong navigational skills and the ability to operate small to medium sized vessels in coastal waters
- Experience in field sampling methodology and equipment
- Experience with database management, including but not limited to SAS, Microsoft Access (using Visual Basic), Oracle, etc.
- The ability to effectively convey complex information using oral and written formats to various user groups

Please direct questions about the position to Carolyn Belcher at [Carolyn.Belcher@dnr.ga.gov](mailto:Carolyn.Belcher@dnr.ga.gov).

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**Marine Biologist 2 Continued**

**If interested in applying for this position, please complete a DNR Application for Employment and mail it to the address listed below or submit it electronically to the e-mail address highlighted below:**

Georgia Department of Natural Resources

Coastal Resources Division

ATTN: Gale Kennedy

One Conservation Way, Suite 312

Brunswick, GA 31520-8687

**CRD.CRDDNR@dnr.ga.gov** (Please include the position name in the subject)

Fax: (912) 262-2318

**NOTE:        The deadline date to apply for this position is February 9, 2016.**

## Marine Tech 3

<b>LOCATION</b>	CRD – Glynn County						
<b>DIVISION</b>	Coastal Resources Division						
<b>POSITION #</b>	<b>00099596</b>	<b>JOB CODE</b>	<b>NRT052</b>	<b>PAYGRADE</b>	<b>J</b>	<b>ENTRY SALARY</b>	<b>\$35,569.36</b>

### JOB DESCRIPTION

The incumbent in this position will be expected to assist in accomplishing the goals and objectives of the Ecological Monitoring Surveys (EMS) group, which is responsible for conducting multiple biological field studies utilizing trawl gear on small and large vessels and on board commercial fishing vessels. Under broad supervision, supports biological and technical staff during the collection of data used to manage Georgia's seafood industry and marine recreational fishery. Supervises other technicians and seasonal employees during activities such as marine fisheries field operations, collection of commercial and recreational fishery catch and effort data, boating and fishing access construction and maintenance, and public outreach and education.

### MINIMUM QUALIFICATIONS

Completion of coursework equivalent to an Associate's degree in Marine Sciences or a related field from an accredited college or university

#### **AND**

One year of experience at a level equivalent to a Marine Tech 2 (NRT051).

#### **OR**

Two years of experience at a level equivalent to a Marine Tech 2 (NRT051).

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Bachelor's Degree (in fisheries science or closely related field)
- Experience in utilizing trawl gear (large and small vessel)
- Experience in identification of southeastern Atlantic marine organisms (finfish/crustaceans/etc.)
- Possess strong navigational skills and the ability to operate small vessels in coastal waters
- Experience in field sampling methodology and equipment
- Proficiency in data management, including entering, proofing, and reporting data
- Strong oral communication skills and ability to liaison with members of the fishing industry and general public

**NOTE:** Applicants that previously applied for this position from DNR Vacancy Announcement # 17-2015 and #18-2015 must re-apply to be considered for this position.

Please direct questions about the position to Carolyn Belcher at [Carolyn.Belcher@dnr.ga.gov](mailto:Carolyn.Belcher@dnr.ga.gov).

**(CONTINUED ON PAGE 15)**

**Marine Tech 3 Continued**

If interested in applying for this position, please complete a DNR Application for Employment and mail it to the address listed below or submit it electronically to the e-mail address **highlighted** below:

Georgia Department of Natural Resources  
Coastal Resources Division  
ATTN: Gale Kennedy  
One Conservation Way, Suite 312  
Brunswick, GA 31520-8687  
**CRD.CRDDNR@dnr.ga.gov** (Please include the position name in the subject)  
Fax: (912) 262-2318

**NOTE:           The deadline date to apply for this position is February 9, 2016.**

**ENVIRONMENTAL PROTECTION DIVISION VACANCIES****Mgr. 2, Environmental Protection**

<b>LOCATION</b>	Southwest District – Dougherty County						
<b>DIVISION</b>	Environmental Protection Division						
<b>POSITION #</b>	<b>00101564</b>	<b>JOB CODE</b>	<b>RCM011</b>	<b>PAYGRADE</b>	<b>N</b>	<b>ENTRY SALARY</b>	<b>\$57,289.84</b>

**JOB DESCRIPTION**

The incumbent in this position serves to manage the Southwest District Office of the Environmental Protection Division. The District Manager is responsible for all day to day operations of the District as well as providing technical direction to the associates and supervision of Unit Managers and Administrative staff. The position manages District activities that include inspection and compliance activities at assigned facilities as well as complaint investigations and negotiates settlements of enforcement actions.

**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 managing multi-media environmental regulatory programs, to include, water quality, solid waste, water supply and air quality

**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: Erin Elmore  
 2 MLK Jr. Drive  
 Suite 1456, East Tower  
 Atlanta, GA 30334  
[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)

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

Vacancy Ann # 03-2016

Deadline Date: 01/26/2016



## Mgr. 1, Environmental Protection

<b>LOCATION</b>	<b>Water Protection Branch – Fulton County</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00195396</b>	<b>JOB CODE</b>	<b>RCM010</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$52,172.55</b>

### JOB DESCRIPTION

The incumbent in this position manages the Wastewater Regulatory Information Unit (WRIU). The WRIU has responsibility for verifying the completeness of submitted facility compliance data and accurately entering that Discharge Monitoring Report (DMR) data into US Environmental Protection Agency's (EPA) ICIS-NPDES database within EPA-defined time constraints. The WRIU is also responsible for accurately entering or editing Single Event Violations, inspections, monetary penalties, permit limit sets, and enforcement action data into EPA's ICIS-NPDES database within EPA-defined time constraints. The incumbent is also responsible for overseeing and troubleshooting the actions necessary by the WRIU and permit units of the Wastewater Regulatory Program (WRP) to get permit data submitted to the ICIS-NPDES database through the state GAPDES system. This supervisory position also provides support for getting facilities onto the NetDMR system for e-reporting of DMR data. Routine or special request reports from GAPDES or ICIS-NPDES to support the work of the Branch and Division are managed through this position. Finally, the incumbent provides technical support and management/review of special projects within WRP (rule changes, Standard Operating Procedures (SOP's), etc.).

### 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:

- Familiar with the Clean Water Act and Georgia's Rules and Regulations for Water Quality Control
- Knowledge of and/or experience with ICIS-NPDES, GAPDES, or other web-based federal or state environmental data systems
- Experience and/or understanding of National Pollutant Discharge Elimination System (NPDES) permits
- Knowledge of and/or experience in preparing or reviewing environmental permit compliance data
- Knowledge of and/or experience working with databases and generating/manipulating queries to generate user-defined reports
- Proficient with Microsoft Office, especially Excel

**(CONTINUED ON PAGE 18)**

**Mgr. 1, Environmental Protection 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: Erin Elmore  
2 MLK Jr. Drive  
Suite 1456, East Tower  
Atlanta, GA 30334  
**[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)**

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

## Mgr. 1, Environmental Protection

<b>LOCATION</b>	Land Protection Branch – Fulton County						
<b>DIVISION</b>	Environmental Protection Division						
<b>POSITION #</b>	<b>00100972</b>	<b>JOB CODE</b>	<b>RCM010</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$52,172.55</b>

### JOB DESCRIPTION

The incumbent in this position manages the Response Development Unit 2 (RDU2) of the Response and Remediation Program (RRP). Under limited supervision of the RRP Program Manager, the manager directs the activities of environmental engineers, geologists and specialists performing complex regulatory functions in overseeing the investigation and cleanup of contaminated sites including all aspects of compliance, enforcement and technical oversight. The manager acts as a subject area technical expert and routinely provides leadership, guidance, and training in meetings with staff and interested parties regarding compliance with environmental laws, rules, and policies. The manager will be involved in the development, interpretation, implementation, and enforcement of federal and state regulations, policies, guidance and procedures (including HSRA, VRPA, UECA, and GBA). RDU2 focuses on VRP sites and ensures consistency in the implementation of VRPA and UECA throughout the 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.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience in hazardous site characterization, corrective action and enforcement
- Experience in the interpretation and implementation of applicable state and federal regulations
- Excellent verbal and written communication skills
- Comfortable in interacting with the public and in supervising professional staff
- Experience in developing policies and procedures

**NOTE:** Applicants that previously applied for position # 00100986 will be considered for this position also and do not need to apply for this position.

**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:**

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 Environmental Protection Division  
 ATTN: Erin Elmore  
 2 MLK Jr. Drive  
 Suite 1456, East Tower  
 Atlanta, GA 30334  
[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)

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

Vacancy Ann # 03-2016

Deadline Date: 01/26/2016

## Mgr. 1, Environmental Protection

<b>LOCATION</b>	Land Protection Branch – Fulton County						
<b>DIVISION</b>	Environmental Protection Division						
<b>POSITION #</b>	<b>00100986</b>	<b>JOB CODE</b>	<b>RCM010</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$52,172.55</b>

### JOB DESCRIPTION

The incumbent in this position manages the Response Development Unit 3 (RDU3) of the Response and Remediation Program (RRP). Under limited supervision of the RRP Program Manager, the manager directs the activities of environmental engineers and geologists performing complex regulatory functions in overseeing the investigation and cleanup of contaminated sites including all aspects of compliance, enforcement and technical oversight. The manager acts as a subject area technical expert and routinely provides leadership, guidance, and training in meetings with staff and interested parties regarding compliance with environmental laws, rules, and policies. The manager will be involved in the development, interpretation, implementation, and enforcement of federal and state regulations, policies, guidance and procedures (including HSRA, VRPA, UECA, and GBA). RDU3 also manages the state contract for sites being cleaned up using the Hazardous Waste Trust Fund.

### 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 in hazardous site characterization, corrective action and enforcement
- Experience in the interpretation and implementation of applicable state and federal regulations
- Excellent verbal and written communication skills
- Comfortable in interacting with the public and in supervising professional staff
- Experience in developing policies and procedures

**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:**

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 Environmental Protection Division  
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 Atlanta, GA 30334  
[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)

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

Vacancy Ann # 03-2016

Deadline Date: 01/26/2016

## Mgr. 1, Environmental Protection

<b>LOCATION</b>	<b>Water Protection Branch – Fulton County</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00101034</b>	<b>JOB CODE</b>	<b>RCM010</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$52,172.55</b>

### JOB DESCRIPTION

The incumbent in this position manages the Erosion and Sedimentation Unit of the Nonpoint Source Program. Responsibilities include stream buffer variances, National Pollutant Discharge Elimination System (NPDES) construction stormwater permits, overviews of local government erosion and sedimentation issuing authority, production of guidance documents for the regulated community, preconstruction notices associated with wetland permitting. The incumbent communicates extensively with internal and external stakeholders and provides leadership and advice to the erosion and sediment control community in Georgia on state policy, rules, and procedures. Duties include field visits and technical assistance to local governments and other Environmental Protection Division programs.

### 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 of Erosion and Sediment Control Practices
- Knowledge of streams and stream morphology
- Experience with building construction
- Familiarity with business process improvement
- Proven interpersonal, communication and negotiation skills
- Experience working with multidisciplinary stakeholder groups
- Demonstrated commitment to environmental protection

**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:**

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 Environmental Protection Division  
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 2 MLK Jr. Drive  
 Suite 1456, East Tower  
 Atlanta, GA 30334  
[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)

**NOTE: This position will remain on the DNR Vacancy Announcement until filled.**  
 Vacancy Ann # 03-2016 Deadline Date: 01/26/2016

## Mgr. 1, Environmental Protection

<b>LOCATION</b>	Land Protection Branch – Clayton County						
<b>DIVISION</b>	Environmental Protection Division						
<b>POSITION #</b>	<b>00101092</b>	<b>JOB CODE</b>	<b>RCM010</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$52,172.55</b>

### JOB DESCRIPTION

The incumbent in this position manages the Industrial and Municipal Solid Waste Unit. The Manager oversees the Unit's responsibilities for the siting, permitting, financial assurance, construction, and closure and post closure of solid waste handling facilities; review and acknowledgement of all Permit by Rule operations (collection operations, transfer stations, composting, and on-site processing operations); review and approval of biomedical waste handling and petroleum contaminated soil processors; and compliance inspections of private industrial solid waste handling facilities.

### 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:

- Bachelor's degree or higher in mechanical, civil, chemical or environmental engineering
- Experience in writing and/or reviewing permits for solid waste facilities
- Experience in interpreting and implementing state or federal rules

**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:**

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 Environmental Protection Division  
 ATTN: Erin Elmore  
 2 MLK Jr. Drive  
 Suite 1456, East Tower  
 Atlanta, GA 30334  
[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)

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

Vacancy Ann # 03-2016

Deadline Date: 01/26/2016

## Mgr. 1, Environmental Protection

<b>LOCATION</b>	Coastal District Office – Glynn County						
<b>DIVISION</b>	Environmental Protection Division						
<b>POSITION #</b>	<b>00101318</b>	<b>JOB CODE</b>	<b>RCM010</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$52,172.55</b>

### JOB DESCRIPTION

The incumbent in this position manages a compliance unit in the Coastal District office located in Brunswick, GA. The manager directly supervises a team responsible for implementing inspection and compliance activities in a 25 county area. The incumbent is responsible for day to day activities of the unit as well as providing technical direction to Environmental Engineers and Environmental Specialists. The incumbent reviews and approves letters, inspection reports and enforcement actions and negotiates settlements of enforcement actions.

### 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 working with multi-disciplinary regulatory programs
- Strong written and verbal communication skills
- Demonstrated negotiation skills

**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:**

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 Environmental Protection Division  
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 2 MLK Jr. Drive  
 Suite 1456, East Tower  
 Atlanta, GA 30334  
[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)

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

Vacancy Ann # 03-2016

Deadline Date: 01/26/2016

## Mgr. 1, Environmental Protection

<b>LOCATION</b>	<b>Water Protection Branch – Fulton County</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00173638</b>	<b>JOB CODE</b>	<b>RCM010</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$52,172.55</b>

### JOB DESCRIPTION

The incumbent in this position manages the Grants Unit of the Nonpoint Source Program. Responsibilities, duties and expectations include managing the day-to-day responsibilities of the Unit comprised of project administrators who oversee Section 319(h) and other grant funded projects, review grant applications, review project deliverables and other nonpoint source related activities. The incumbent provides leadership and vision to the Georgia nonpoint source community; ensures accurate reporting of financial and programmatic activities both internally and externally; develops grant criteria and policies that proactively meet state and federal requirements and serves as liaison to federal agencies, other state agencies, local governments, and other stakeholder groups on matters pertaining to grants and nonpoint source management. The incumbent ensures compliance with all laws, rules and policies pertaining to grants and associated nonpoint source management.

### 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:

- Excellent communication and writing skills
- Demonstrated experience influencing, developing, and implementing environmental policy
- Demonstrated leadership and visionary qualities
- Successful experience in the development and maintenance of partnerships or working groups
- Technical knowledge of nonpoint pollution controls, stream restoration, ecology, and/or watershed planning
- Proven ability to manage time and diverse activities while delivering quality results
- Graduate degree in business, law, engineering, biology, environmental science, or other relevant field
- Successful experience in marketing
- Experience with accounting principles and practices and the analysis and reporting of financial data
- Knowledge of grants management policies, practices and information technology applications to track and manage financial reporting
- Demonstrated commitment to environmental protection and restoration

**(CONTINUED ON PAGE 25)**



**Mgr. 1, Environmental Protection 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:

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Environmental Protection Division  
ATTN: Erin Elmore  
2 MLK Jr. Drive  
Suite 1456, East Tower  
Atlanta, GA 30334  
**[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)**

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

## Application Development Mgr.

<b>LOCATION</b>	<b>Information Technology Unit – Fulton County</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00101238</b>	<b>JOB CODE</b>	<b>ITP042</b>	<b>PAYGRADE</b>	<b>N</b>	<b>ENTRY SALARY</b>	<b>\$52,331.12</b>

### JOB DESCRIPTION

The incumbent in this position will function as the Application Development Manager within the Environmental Protection Division (EPD) - Information Technology Unit. The job responsibilities include:

- Manages the activities of EPD application software development staff performing analysis, design, construction, testing, and implementation of application. Manages implementation of software purchased from outside vendors, or in interoperating with third party systems. Develops and adheres to application software development standards and methods.
- Adequately reviews and evaluates customer and interoperability requirements and reviews project plans, work tasks, work hours, project size, and resources required to complete projects. Assess relevant factors such as workload, project requirements, project priority, and concurrent work assignments.
- Manages project work plans and schedules. Ensures that established work plans and schedules are being met. Communicates regularly with staff on progress toward defined goals and/or required results, providing specific feedback and initiating corrective actions when defined goals and/or results are not being met. Keeps management sufficiently informed of developments which will affect projects.
- Reviews and analyzes existing applications to ensure efficiency and effectiveness of those programs. Reviews requests for program changes required to meet needs of EPD. Evaluates and assesses new technology for possible application within the department. Provides appropriate recommendations to management for technology acquisitions. Evaluates new hardware/software technologies to improve services, system development and services.
- Provides regular reports for management and customers and keeps them adequately informed of budget issues, concerns, estimates, data, impact, etc. associated with application software development projects as well as preparation of annual budget figures for application development.
- Manages contract staff, adhering to the requirements of the Division and the guidelines of the state vendor management contract.
- Assist is assessing the development of training which uses the appropriate delivery methods for the application and for the target audience. Monitors training and implementation activities associated with application software, effectively coordinating such activities with appropriate staff.

### MINIMUM QUALIFICATIONS

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

**AND**

Three years of related experience.

**OR**

Associate's degree in a related field from an accredited college

**AND**

Five years of related experience.

**OR**

Seven years of related experience.

**OR**

One year at the lower level (ITP041) or position equivalent.

**(CONTINUED ON PAGE 27)**

## Application Development Mgr. Continued

### **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
- Prior knowledge and/or experience with EPA or state level systems
- Experience with large software development projects
- Experience managing multiple software development projects simultaneously
- Knowledge and experience in managing an application development entity within a diverse organization
- Excellent verbal and written communication skills
- Comfortable in interacting with staff and management, including executive levels
- At least 5 years related work experience which includes a minimum of 3 years of management and/or supervisory experience

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2 MLK Jr. Drive  
Suite 1456, East Tower  
Atlanta, GA 30334  
[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)

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

## Technical Project Mgr.

<b>LOCATION</b>	<b>Information Technology Unit – Fulton County</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00101341</b>	<b>JOB CODE</b>	<b>ITP153</b>	<b>PAYGRADE</b>	<b>L</b>	<b>ENTRY SALARY</b>	<b>\$40,982.94</b>

### JOB DESCRIPTION

The Environmental Protection Division's Information Technology unit is hiring a Technical Project Manager for its "Safe Drinking Water Information System (SDWIS) Prime" project. SDWIS Prime will replace the current system used by state level environmental protection agencies, "SDWIS State". SDWIS is utilized by state level agencies in cooperation with the United States Environmental Protection Agency (EPA) to ensure the safety of public drinking water systems. SDWIS Prime will replace SDWIS State by the end of calendar 2016. The project is currently transitioning from the conceptual to the initial planning and development stages.

The incumbent in this position responsibilities will include but not limited to establish an overall project plan, IT resource allocation, stakeholder resource requirements, coordinate project activities and review progress reports to ensure that the project progresses on schedule. The incumbent will be responsible for preparing project status reports as required by EPD IT management, confer with project staff to provide technical advice and proactively resolve issues to ensure proper corrective action is taken if risk is identified in the project.

### MINIMUM QUALIFICATIONS

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

**AND**

Two years experience supervising in a call center or help desk environment.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Bachelor's Degree in a field of Information Technology study
- Prior experience in environmental protection related projects
- Prior knowledge and/or experience with Environmental Protection Agency (EPA) or state level drinking water systems
- Project Management Professional (PMP) certification
- Knowledge and experience in Systems Development Life Cycle (SDLC) and testing methodologies
- Five (5) years' experience in project / program management in support of large, complex integrated software systems, including experience in planning, scheduling, resource tracking, risk management, communications, status reporting, quality assurance, and vendor and stakeholder management
- Proficiency in the Microsoft Office Suite and Microsoft Visio
- Proficiency in using Microsoft Project to track major projects
- Experience with cost tracking for large software development projects
- Experience in staff management and resource allocation
- Experience in state and federal environmental compliance and enforcement programs
- Familiarity with state and federal safe drinking water rules and regulations

**(CONTINUED ON PAGE 29)**

**Technical Project Mgr. 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:

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2 MLK Jr. Drive  
Suite 1456, East Tower  
Atlanta, GA 30334  
[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)

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

## Geologist 1/2/3

<b>LOCATION</b>	<b>Water Protection Branch – Fulton County</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00101702</b>	<b>JOB CODE</b>	<b>LSP050</b>	<b>PAYGRADE</b>	<b>J</b>	<b>ENTRY SALARY</b>	<b>\$39,038.28</b>
	"	<b>JOB CODE</b>	<b>LSP051</b>	<b>PAYGRADE</b>	<b>K</b>	<b>ENTRY SALARY</b>	<b>\$43,063.23</b>
	"	<b>JOB CODE</b>	<b>LSP052</b>	<b>PAYGRADE</b>	<b>L</b>	<b>ENTRY SALARY</b>	<b>\$47,280.21</b>

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

The incumbent in this position prepares Wellhead Protection Plans for all governmentally-owned groundwater drinking water systems. The incumbent also conducts wellhead protection evaluations for all proposed new municipal drinking water wells statewide. The incumbent will utilize geologic knowledge to determine from which aquifer wells are drawing water in order to delineate the proper management zone radius around each well. Within these radii potential pollution sources are inventoried and recorded via GPS. A report is prepared listing well data, potential pollution sources around each well, and include a GIS map prepared from data collected in the field.

### **MINIMUM QUALIFICATIONS**

#### **LSP050 - GEOLOGIST 1**

Bachelor's degree in Geology, Geologic Sciences or a related field from an accredited college or university.

#### **LSP051– GEOLOGIST 2**

Master's degree in Geology from an accredited college or university.

**OR**

Bachelor's degree in Geology, Geologic Sciences or a related field from an accredited college or university

**AND**

Two years of related experience.

**OR**

One year of experience at a level equivalent to a Geologist 1 (LSP050).

#### **LSP002 – GEOLOGIST 3**

Master's degree in Geology from an accredited college or university

**AND**

One year of related experience.

**OR**

Bachelor's degree in Geology, Geologic Sciences or a related field from an accredited college or university

**AND**

Three years of related experience.

**OR**

One year of experience at a level equivalent to a Geologist 2 (LSP051).

### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Knowledge of and previous utilization of ArcGIS mapping software;
- Ability to travel state-wide frequently overnight;
- Good communication and writing skills

**(CONTINUED ON PAGE 31)**

**Geologist 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:**

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**[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)**

## Environmental Compliance Specialist 1/2/3

<b>LOCATION</b>	<b>Water Protection Branch – Fulton County</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>Multiple</b>	<b>JOB CODE</b>	<b>RCP020</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$29,399.50</b>
		<b>JOB CODE</b>	<b>RCP021</b>	<b>PAYGRADE</b>	<b>J</b>	<b>ENTRY SALARY</b>	<b>\$32,978.99</b>
		<b>JOB CODE</b>	<b>RCP022</b>	<b>PAYGRADE</b>	<b>K</b>	<b>ENTRY SALARY</b>	<b>\$36,268.09</b>

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

New team member will be part of a dynamic team whose goal is to protect our waterways for the citizens of Georgia and future generations. The successful candidate for this position will issue protective and enforceable permits to regulate industries that discharge wastewaters to streams, rivers, and land treatment systems.

Applicant should be independent, self-motivated, and hard-working; capable of learning quickly and managing several technically challenging projects. Strong interpersonal, verbal, and written communication skills with the ability to communicate effectively with internal and external customers is required. The State may provide in-state and out-of-state training to ensure professional developmental goals are met. Flexible work schedules may be applicable.

The Environmental Specialist is responsible for preparing National Pollutant Discharge Elimination System, Land Treatment System and Pretreatment permits for industrial process and non-process waters, animal feeding operations, and storm water by conducting a thorough review of permit applications, meeting with applicants and performing site visits, when applicable. Additionally, the incumbent will participate in public meetings and hearings, respond to public comments, and coordinate with federal, state and/or other state agencies and stakeholder groups.

### **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 four-year 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 four-year 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 Spec 1 (RCP020).

#### **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 four-year 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 Spec 2 (RCP021).

**(CONTINUED ON PAGE 33)**



## Environmental Compliance Specialist 1/2/3 Continued

### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Knowledge or experience working with environmental permitting and/or regulations
- Knowledge or experience with the Clean Water Act

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[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)

## Environmental Compliance Specialist 1/2/3

<b>LOCATION</b>	<b>Southwest District Office - Dougherty County</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00101516</b>	<b>JOB CODE</b>	<b>RCP020</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$29,399.50</b>
		<b>JOB CODE</b>	<b>RCP021</b>	<b>PAYGRADE</b>	<b>J</b>	<b>ENTRY SALARY</b>	<b>\$32,970.99</b>
		<b>JOB CODE</b>	<b>RCP022</b>	<b>PAYGRADE</b>	<b>K</b>	<b>ENTRY SALARY</b>	<b>\$36,268.09</b>

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

The incumbent in this position will work mainly within the drinking water program, ensuring that permitted facilities are operating in compliance with applicable regulations through inspection, interpretation of regulations, and evaluation of periodic reports; drafting enforcement documents, when necessary, to remedy noncompliance. The incumbent will also address citizen complaints regarding drinking water quality and other drinking water related issues. The position involves routine interaction with the public, regulated industry, consultants, and other governmental officials therefore, the ability to clearly articulate technical concepts is essential. The majority of work performed by this position requires the production of written technical documents. Therefore, good technical writing skills are also essential for this position. Ability to work with Microsoft Word and Excel are necessary skills.

### **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 four-year 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 four-year 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 Spec 1 (RCP020).

#### **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 four-year 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 Spec 2 (RCP021).

### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Experience in environmental regulation and related compliance and enforcement activities
- Experience in dealing with the public
- Good communication skills in technical matters
- Ability to complete assignments in an efficient and accurate manner
- Experience with Microsoft Office suite

**(CONTINUED ON PAGE 35)**

**Environmental Compliance Specialist 1/2/3 Continued**

**NOTE:** Applicants that previously applied from DNR Vacancy Announcement # 34-2015 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  
Environmental Protection Division  
ATTN: Erin Elmore  
2 MLK Jr. Drive  
Suite 1456, East Tower  
Atlanta, GA 30334  
**[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)**

## Laboratory Supervisor

<b>LOCATION</b>	EPD Laboratory – Gwinnett County						
<b>DIVISION</b>	Environmental Protection Division						
<b>POSITION #</b>	<b>00101647</b>	<b>JOB CODE</b>	<b>LSP033</b>	<b>PAYGRADE</b>	<b>K</b>	<b>ENTRY SALARY</b>	<b>\$39,038.32</b>

### JOB DESCRIPTION

The incumbent in this position is responsible for the supervision of analysis of drinking water, surface water and ground water samples for organic compounds by approved methods.

### MINIMUM QUALIFICATIONS

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

#### **AND**

Two years of experience at a level equivalent to a Chemical/Material Analyst 2 (LSP031) or Chemical/Material Analyst 3 (LSP032).

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with familiar with semi-volatile drinking water methods and instrumentation 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  
 Environmental Protection Division  
 ATTN: Erin Elmore  
 2 MLK Jr. Drive  
 Suite 1456, East Tower  
 Atlanta, GA 30334  
[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)

## Executive Administrative Assistant

<b>LOCATION</b>	<b>Director's Office – Fulton County</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00168272</b>	<b>JOB CODE</b>	<b>GST052</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>TBD</b>

**NOTE:** Salary Commensurate with Experience

### JOB DESCRIPTION

The incumbent in this position serves as the primary administrative support for the Assistant Director of the Georgia Environmental Protection Division (EPD), a 750-person organization. The incumbent in this position also serves as a member of the administrative support team for the EPD Director's Office. Overall job responsibilities include, but are not limited to, serving as an executive assistant; managing the flow of information from multiple operating units within the division; managing flow of contracts, financial documents, sensitive human resources and legal documents, and permits/other operating documents; displaying excellent judgment and discretion and responding professionally to internal and external stakeholders; providing support to other senior managers in the division and working within a team to establish systems for overall office organization.

Specific job responsibilities include, but are not limited to, serving as the liaison between the Assistant Director and the division branches and administrative programs/units; representing the Assistant Director and following-up on additional information as needed; organizing the Assistant Director's schedule and reviewing meeting needs and purposes to ensure adequate preparation and planning; compiling monthly and quarterly reports for the board, including sending reminders regularly to ensure this process remains on track; maintaining a schedule for the routine/recurring responsibilities of the office and assisting the office manager to ensure completion; writing/drafting correspondence as needed; assisting with the development of PowerPoint presentations, to include drafting and editing slides as needed; representing the Assistant Director in meetings occasionally; and maintaining the branch chief meeting agendas.

### MINIMUM QUALIFICATIONS

Associate's degree from an accredited college

**AND**

One year of related experience

**OR**

Three years of related experience.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience interacting with multiple levels of management and external leaders
- Experience providing professional-level administrative support for senior- and mid-level managers
- Competence and skill multi-tasking in a fast-paced work environment
- Experience successfully managing projects
- Excellent written and verbal communications skills
- Excellent organizational skills
- Proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint

**(CONTINUED ON PAGE 38)**

**Executive Administrative Assistant Continued**

**NOTE:** The individual selected for this position must be able to work successfully in a fast-paced, high-energy environment with short deadlines and competing or changing priorities. This individual must be willing and able to be a fully-engaged and positive member of an administrative support team, helping support the overall administrative needs of the Director's Office senior management team.

**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: Erin Elmore  
2 MLK Jr. Drive  
Suite 1456, East Tower  
Atlanta, GA 30334  
**[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)**

## Parks, Recreation & Historic Sites Division Vacancies

### Mgr. 2, Facilities Maint/Construction

<b>LOCATION</b>	Engineering & Constriction Section – White County						
<b>DIVISION</b>	Parks, Recreation and Historic Sites						
<b>POSITION #</b>	<b>00099465</b>	<b>JOB CODE</b>	<b>FEM031</b>	<b>PAYGRADE</b>	<b>M</b>	<b>ENTRY SALARY</b>	<b>\$47,280.21</b>

#### JOB DESCRIPTION

Complies and maintains cost estimates records and bid tabulation files. Conducts field reviews to inspect and assure compliance to maintenance and construction policies, procedures and standards. Conducts technical analyses and studies to determine infrastructures, facility and physical plant needs. Coordinates, plans, and directs maintenance and construction projects. Ensures that construction projects are completed within established guidelines. Interprets and reviews blueprints and drawings. Manages maintenance, construction, renovations and repair activities. Prepares specifications for new or renovated structures. Supervises and plans work of assigned project managers.

#### MINIMUM QUALIFICATIONS

Bachelor's degree in engineering, business or a closely related field from an accredited college or university  
**AND**

Four years of experience in construction and/or maintenance

**AND**

Two years of experience as a supervisor or manager.

**OR**

Associate's degree from an accredited college or Vocational/technical school certificate

**AND**

Six years of experience in maintenance and/or general building construction

**AND**

Two years of experience as a supervisor/manager.

**OR**

High school diploma or GED

**AND**

Eight years of experience in maintenance and/or general building construction

**AND**

Two years as a supervisor

**OR**

Two years at the lower level or equivalent (FEP053).

#### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Ability to perform maintenance, construction and renovation activities
- Knowledge of maintenance, construction and renovation activities
- Ability to assign and delegate assignments
- Ability to schedule maintenance projects

**(CONTINUED ON PAGE 40)**

**Mgr 2, Facilities Maint/Construction Continued**

If interested in applying for this position, please submit an electronic application to the e-mail address **highlighted** below or mail your application to the following address:

Georgia Department of Natural Resources  
Office of Human Resources  
ATTN: Jennifer Gadson  
2 MLK Jr. Drive, SW  
Suite 1258, East Tower  
Atlanta, GA 30334  
**Jennifer.Gadson@dnr.ga.gov**



## Admin Support 2

<b>LOCATION</b>	Mistletoe State Park						
<b>DIVISION</b>	Parks, Recreation and Historic Sites.						
<b>POSITION #</b>	<b>00098874</b>	<b>JOB CODE</b>	<b>GSS080</b>	<b>PAYGRADE</b>	<b>C</b>	<b>ENTRY SALARY</b>	<b>\$20,039.02</b>

### 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: Michelle McLaurin  
1463 Knox Chapel Rd.  
Social Circle, GA 30025  
[parks4@dnr.ga.gov](mailto:parks4@dnr.ga.gov)

## Wildlife Resources Division Vacancies

### Fisheries Tech 2

<b>LOCATION</b>	Hugh Gillis Public Fishing Area – Laurens County						
<b>DIVISION</b>	Wildlife Resources Division						
<b>POSITION #</b>	<b>00100260</b>	<b>JOB CODE</b>	<b>NRT061</b>	<b>PAYGRADE</b>	<b>I</b>	<b>ENTRY SALARY</b>	<b>\$32,418.30</b>

#### JOB DESCRIPTION

Under general supervision, performs duties supporting tasks for all phases of management of Hugh M. Gillis Public Fishing Area (PFA). Completes all phases of pond management, including fertilizing, sampling, and checking water quality in ponds. Operates and maintains area equipment, facilities, and grounds and purchases supplies and materials as needed. Work may include weekends and holidays.

#### MINIMUM QUALIFICATIONS

Completion of coursework equivalent to an Associate's degree in Fisheries Management or a related field from an accredited college or university.

#### **OR**

Two years of experience in the Wildlife Resources Division as a Fisheries Tech 1 (NRT060) which included responsibilities in fisheries management.

#### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Fisheries management experience.
- Current Wildlife Resources Division personnel

**If interested in applying for this position, please complete a DNR Application for Employment and mail it to the address listed below or submit it electronically to the e-mail address highlighted below:**

Georgia Department of Natural Resources  
 Wildlife Resources Division  
 ATTN: Connie Hopkins  
 2070 U.S. Highway 278, S.E.  
 Social Circle, GA 30025  
[Connie.Hopkins@dnr.ga.gov](mailto:Connie.Hopkins@dnr.ga.gov)

## Fisheries Tech 2

<b>LOCATION</b>	Cordele Hatchery – Crisp County						
<b>DIVISION</b>	Wildlife Resources Division						
<b>POSITION #</b>	<b>00100329</b>	<b>JOB CODE</b>	<b>NRT061</b>	<b>PAYGRADE</b>	<b>I</b>	<b>ENTRY SALARY</b>	<b>\$32,418.30</b>

### JOB DESCRIPTION

Under general supervision, this position serves as assistant manager at the Cordele Fish Hatchery; completes all phases of warm-water fish culture at this large warm water fish production facility; operates and maintains assigned facilities, grounds, and equipment; serves as manager in the absence of hatchery manager. The incumbent will be required to reside on site in state-provided housing.

### MINIMUM QUALIFICATIONS

Completion of coursework equivalent to an Associate's degree in Fisheries Management or a related field from an accredited college or university.

#### **OR**

Two years of experience in the Wildlife Resources Division as a Fisheries Tech 1 (NRT060) which included responsibilities in fisheries management.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience in warm-water fish culture
- Current Wildlife Resources Division personnel

**If interested in applying for this position, please complete a DNR Application for Employment and mail it to the address listed below or submit it electronically to the e-mail address highlighted below:**

Georgia Department of Natural Resources  
 Wildlife Resources Division  
 ATTN: Connie Hopkins  
 2070 U.S. Highway 278, S.E.  
 Social Circle, GA 30025  
[Connie.Hopkins@dnr.ga.gov](mailto:Connie.Hopkins@dnr.ga.gov)

## Fisheries Tech 2

<b>LOCATION</b>	Dougherty County						
<b>DIVISION</b>	Wildlife Resources Division						
<b>POSITION #</b>	<b>00100331</b>	<b>JOB CODE</b>	<b>NRT061</b>	<b>PAYGRADE</b>	<b>I</b>	<b>ENTRY SALARY</b>	<b>\$32,418.30</b>

### JOB DESCRIPTION

Under general supervision, provides technical support for research, surveys, and public waters management projects aimed at protecting, assessing, and improving fisheries of rivers and lakes in Georgia. Responsible for specific duties involved with vehicle, building, and grounds maintenance, supplies and material stocks, custodial care, and other duties as required.

### MINIMUM QUALIFICATIONS

Completion of coursework equivalent to an Associate's degree in Fisheries Management or a related field from an accredited college or university.

#### **OR**

Two years of experience in the Wildlife Resources Division as a Fisheries Tech 1 (NRT060) which included responsibilities in fisheries management.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Fisheries Management experience
- Current Wildlife Resources Division personnel

**If interested in applying for this position, please complete a DNR Application for Employment and mail it to the address listed below or submit it electronically to the e-mail address highlighted below:**

Georgia Department of Natural Resources  
 Wildlife Resources Division  
 ATTN: Connie Hopkins  
 2070 U.S. Highway 278, S.E.  
 Social Circle, GA 30025  
[Connie.Hopkins@dnr.ga.gov](mailto:Connie.Hopkins@dnr.ga.gov)

## Fisheries Tech 2

<b>LOCATION</b>	<b>Bowens Mill Hatchery – Ben Hill County</b>						
<b>DIVISION</b>	<b>Wildlife Resources Division</b>						
<b>POSITION #</b>	<b>00185065</b>	<b>JOB CODE</b>	<b>NRT061</b>	<b>PAYGRADE</b>	<b>I</b>	<b>ENTRY SALARY</b>	<b>\$32,418.30</b>

### JOB DESCRIPTION

Under general supervision, this position serves as assistant manager at the Bowens Mill Fish Hatchery; completes all phases of fish culture at this warm water fish production facility; operates and maintains assigned facilities, grounds, and equipment; serves as manager in the absence of hatchery manager. Incumbent must possess Class A Commercial Driver's License (CDL) or be willing and able to obtain a Class A CDL within 6-months of employment.

### MINIMUM QUALIFICATIONS

Completion of coursework equivalent to an Associate's degree in Fisheries Management or a related field from an accredited college or university.

#### **OR**

Two years of experience in the Wildlife Resources Division as a Fisheries Tech 1 (NRT060) which included responsibilities in fisheries management.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience in warm-water fish culture
- Current Wildlife Resources Division personnel

**If interested in applying for this position, please complete a DNR Application for Employment and mail it to the address listed below or submit it electronically to the e-mail address highlighted below:**

Georgia Department of Natural Resources  
 Wildlife Resources Division  
 ATTN: Connie Hopkins  
 2070 U.S. Highway 278, S.E.  
 Social Circle, GA 30025  
[Connie.Hopkins@dnr.ga.gov](mailto:Connie.Hopkins@dnr.ga.gov)

## Admin. Assistant 2

<b>LOCATION</b>	<b>Fulton County</b>						
<b>DIVISION</b>	<b>Wildlife Resources Division</b>						
<b>POSITION #</b>	<b>00184401</b>	<b>JOB CODE</b>	<b>GST051</b>	<b>PAYGRADE</b>	<b>G</b>	<b>ENTRY SALARY</b>	<b>\$26,672.14</b>

### JOB DESCRIPTION

Provides support and office administration to assigned functions within the Real Estate Office. Responsibilities includes bookkeeping, file management, procurement, data entry and other secretarial functions. Also responsible for providing information and assistance to Real Estate Office internal and external customers, resolves issues and prepares research data. The incumbent must have Knowledge of agency rules, policies and procedures, the ability to use computer programs, calendar functions, electronic research sources, handle multiple tasks at once and prioritize workload, provide support services to both internal and external customers and use proper judgment in selecting which issues to handle or re-direct.

### MINIMUM QUALIFICATIONS

Associate's degree from an accredited college

**AND**

One year of related experience.

**OR**

Three years of related experience.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Experience with People Soft Financials
- Document Management Experience
- Experience working in state government. Experience administering and monitoring budgets. Experience working cooperatively with others as part of a work team. Training or experience directly related to Real Estate transactions.

**If interested in applying for this position, please complete a DNR Application for Employment and mail it to the address listed below or submit it electronically to the e-mail address highlighted below:**

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

## Customer Service Rep. 2

<b>LOCATION</b>	License and Boat Registration – Walton County						
<b>DIVISION</b>	Wildlife Resources Division						
<b>POSITION #</b>	<b>00099738</b>	<b>JOB CODE</b>	<b>GST121</b>	<b>PAYGRADE</b>	<b>G</b>	<b>ENTRY SALARY</b>	<b>\$24,771.59</b>

### JOB DESCRIPTION

Works and communicates with the general public, internal customers and/or external customers to provide information and services to meet customer expectations for recreational and commercial licenses and boat registrations. Must have knowledge of license and registration requirements and have the ability to listen, understand and communicate with others to effectively convey this information and knowledge verbally and in writing to customers. Must interpret, display and maintain information; must analyze problems and resolve issues; must have knowledge of principles and processes used to provide license and boat registration services including use of various electronic computer programs specific to licenses and boat registration, Microsoft Office (including Word, and Excel), email programs, and more. Must maintain logs and records of unit activities for license and registration sales, work hours, leave and other data.

### MINIMUM QUALIFICATIONS

High school diploma

**AND**

Completion of 90 quarter hours (60 semester hours) at an accredited college or university

**OR**

One year of experience in a customer service setting communicating information

**OR**

One year of experience at the lower level (GST120) or position equivalent.

### PREFERRED QUALIFICATIONS

Preference may be given to applicants with:

- Customer Service experience working directly with customers to resolve complex problems.
- Customer service experience in license or boat registration.
- Experience with cash transactions including handling cash, daily reconciliation, and processing credit card payments
- Proficiency in using Microsoft Office Suite Professional including Excel, Word, Outlook and Internet Explorer
- Current Wildlife Resources Division employee

**If interested in applying for this position, please complete a DNR Application for Employment and mail it to the address listed below or submit it electronically to the e-mail address highlighted below:**

Georgia Department of Natural Resources  
 Wildlife Resources Division  
 ATTN: Connie Hopkins  
 2070 U.S. Highway 278, S.E.  
 Social Circle, GA 30025  
[Connie.Hopkins@dnr.ga.gov](mailto:Connie.Hopkins@dnr.ga.gov)