



**GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #14-047**

POSTED: April 29, 2014

DEADLINE: May 12, 2014

JOB TITLE: MG1: Business Operations

JOB CODE: 60015

PAY GRADE 19

POSITION NUMBER: 00123851

LOCATION: Georgia Crime Information Center/
CJIS Network Connectivity
GBI Headquarters
Decatur, Georgia

SALARY RANGE: \$52,172.55/yr - \$71,655.25/yr

DUTIES AND RESPONSIBILITIES:

Manages and directs daily activities, a diverse range of support, operational, and programmatic activities of customer facing technology staff. Completes staff performance reviews. Serve as lead on special projects providing continuing support to the Bureau mission. May direct subordinate supervisors and staff. Occasional travel required.

MINIMUM QUALIFICATIONS

Completion of Bachelor's Degree in Information Technology, Applied Sciences or Business Management AND Four years of related supervisory/management experience

OR

Five years of experience in GBI-Connectivity AND 2 years of related supervisory experience.

*Note: Applicant must be proficient in the use of Microsoft programs to include Word, Excel and PowerPoint

Preferred Qualifications:

- Experience/Knowledge of GBI and FBI CJIS Audit process
- Experience/Knowledge managing large projects

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

• **SUBMIT (2) STATE OF GEORGIA APPLICATIONS TO:**

Georgia Bureau of Investigation
Attn: Human Resource
P. O. Box 370808
Decatur, GA 30037-0808

Applications may be obtained by clicking the following link: [GBI State Application](#)

- The Job Vacancy Number, along with Job Title and Job Code must be listed on applications for this vacancy.
- Applications should be filled out carefully and completely. **Applications will not be considered that have "see attached" in lieu of completing the work history and job information on the application.**
- Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Applicants who are not selected for an interview will not receive notification.
- The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening. Click the following link for a list of [GBI Employment Disqualifiers](#).

All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement.

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER