



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #15-012

POSTED: October 17, 2014

DEADLINE: October 31, 2014

JOB TITLE: Training Manager / MG1: Business Operations

JOB CODE: 60015

PAYGRADE: 19

POSITION NUMBER: 00123900

LOCATION: Georgia Crime Information Center (GCIC)/
Compliance and Customer Support
GBI Headquarters – Decatur, Georgia

SALARY RANGES: \$52,331 – \$74,759 annually

DUTIES AND RESPONSIBILITIES:

The GCIC Training and Customer Support Unit serves as the Ambassadors of the Georgia Bureau of Investigation and the Georgia Crime Information Center. This team consists of one manager and SER P.O.S.T certified instructors, which are strategically located throughout Georgia, in order to provide training, advisory and consultative services to Georgia's criminal justice, non-criminal justice and the public safety community on all facets of GCIC programs and services. This position will be responsible for directing professional staff in the development, review, revision and enforcement of statewide public safety training programs and customer support. Position activities include managing regionally-located employees; the formation of division policy; conducting on-site assessment of staff performance; monitoring of expenses; making formal presentations to Bureau leadership; serving in lead positions capacity on special projects; and, involvement in special projects providing continuing support to the Bureau mission. Directs subordinate supervisors and staff and requires regular statewide travel.

MINIMUM QUALIFICATIONS

Completion of a Bachelor's degree from an accredited college or university in a related field **AND**
Two (2) years of experience managing professional level staff

OR

Six (6) years related professional experience, two (2) years of which was managing professional level staff

PREFERRED QUALIFICATIONS

In addition to the minimum qualifications, preference will be given to applicants with work experience in two or more of the following:

- Demonstrated experience in training and development
- Criminal Justice Training experience
- Working knowledge in multiple GCIC disciplines to include but not limited to the LEMS, UCR, Validations, Sex Offender, Protection Order, N-DEx, NICS, CCH and AFIS
- Experience with the creation of lesson plans, power point presentations and delivering training
- Current GCIC Terminal Operator or GCIC Terminal Agency Coordinator Certification
- Three (3) or more years managing professional level staff
- P.O.S.T Certified Instructor

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

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

Georgia Bureau of Investigation
 Attn: Human Resources
 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