



GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #19-015

POSTED: September 7, 2018

DEADLINE: September 21, 2018

JOB TITLE: Operational Support Manager
JOB CODE: GSP133
PAY GRADE: M
POSITION NUMBER: 00123491
LOCATION: Division of Forensic Sciences (DOFS) / Evidence Receiving Section
GBI Headquarters
Decatur, Georgia
ANNUAL SALARY: \$50,025/yr. – \$66,158.17/yr.

This is a sensitive government position.

Please review the [GBI Employment Disqualifiers](#) before applying for this position. 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.

DUTIES AND RESPONSIBILITIES:

Under general supervision of the Assistant Deputy Director, the Operational Support Manager is responsible for the administration and the daily operation of the Evidence Receiving Section of the GBI Crime Laboratory. Directs and provides guidance and leadership to subordinate supervisors and staff. Coordinates, ensures, and maintains accountability of the intake, storage, transfer, and release of forensic evidence. Evaluates, recommends, and implements policies, procedures, and processes. Determines and provide training to ensure goals and objectives of the section/division are met. Produces administrative, operational, and/or statistical reports as needed. Identifies trends and discrepancies to improve the efficiency and effectiveness of operations.

MINIMUM QUALIFICATIONS:

Bachelor's degree in business or a related field from an accredited college or university **AND** Six (6) years of experience related to the area of assignment.

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

Note: Related areas of assignment include: property room mgmt., inventory mgmt. control, mail room operations, logistical operations, forensic evidence control, and operational support.

PREFERRED QUALIFICATIONS

In addition to the minimum qualifications, preference will be given to applicants with one or more of the following:

- A Bachelor's and/or Master's degree in business or a related field from an accredited college or university. **Related fields:** Forensics, Logistics, Technology, Science, Supply Chain Management.
- Prior experience managing an inventory control system
- Two (2) or more years of supervisory or managerial experience within the following:
 - Inventory Management
 - Evidence Control
 - Operational support/management

TO APPLY:

APPLICANTS MUST SUBMIT:

(2) STATE OF GEORGIA APPLICATIONS

**TO: Georgia Bureau of Investigation
Attn: Office of 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, located at the top of this announcement, 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.**
- ❖ **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the credential evaluations to the address noted above by the deadline.** For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.
- ❖ Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. Applicants who are selected for an interview will be contacted to arrange an appointment. 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.
- ❖ Applicants must be U.S. citizens, or be authorized to remain in the United States for work purposed until the end of 2018 or later.
- ❖ Due to budget constraints, the GBI is unable to sponsor or take over sponsorship of an employment visa.
- ❖ 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