



**GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #15-039
Re-announcement**

POSTED: May 20, 2015

DEADLINE: May 27, 2015

JOB TITLE: Training Supervisor

JOB CODE: 40711

PAYGRADE: 17

POSITION NUMBER: 00123835

LOCATION: Georgia Crime Information Center (GCIC)/
Plans and Program Development
GBI Headquarters – Decatur, Georgia

SALARY RANGES: \$46,311 annually

DUTIES AND RESPONSIBILITIES:

Supervises and plans work of assigned staff within a specific GCIC work unit throughout the state. Possess the ability to effectively communicate, motivate, coach and train staff. This position is located at the GBI Headquarters and requires regular statewide travel.

MINIMUM QUALIFICATIONS

Bachelor's degree in business administration or related area and four years of experience in the management of the administrative support activities of a business or government activity

Note: Related experience may be substituted for education on a year for year basis

PREFERRED QUALIFICATIONS

Preference will be given to applicants who in addition to the minimum qualifications also possess experience in one or more of the following areas:

- Master's degree in business administration or related area and two years of experience in the management of the administrative support activities of a business or government activity
- Self-motivated, results-oriented with a progressive point of view and a clear focus on high quality training support programs,
- Proven proficiency in supervising multiple projects, time management, decision making, organization, relationship building and interpersonal skills

VACANCY OPEN TO CURRENT GCIC EMPLOYEES ONLY

Previous applicants are still under consideration and DO NOT need to re-apply.

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