



**GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #14-049**

POSTED: May 2, 2014

DEADLINE: May 14, 2014

JOB TITLE: PS: Business Operation Specialist (SP)

JOB CODE: 40014

PAY GRADE 15

POSITION NUMBER: 000123057

LOCATION: Administrative/Staff Services
GBI Headquarters
Decatur, Georgia

SALARY RANGE: \$35,569.36/yr. - \$48,935.59/yr.

DUTIES AND RESPONSIBILITIES:

Oversees the performance of duties in the areas of budget, finance, operations research, program management, policy development, project management, or consultation for an agency, department, facility or program head. This position will be responsible for the Support Services team which includes fleet management, asset management, surplus property, and mail services. This position will supervise and plan the work of assigned staff.

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:

- Experience/Knowledge with the following:
 - Fleet management (Fleet Focus, ARI)
 - Asset management (PeopleSoft)
 - DOAS Surplus Property Guidelines
 - Mail Services
- Proficient in Microsoft Office
- Possess strong organizational skills, ability to multi-task, and perform duties with minimal supervision

VACANCY OPEN TO CURRENT STATE OF GEORGIA EMPLOYEES ONLY

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