



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #17-007

POSTED: August 23, 2016

DEADLINE: September 06, 2016

JOB TITLE: Project Manager 2 (Non-IT)
JOB CODE: GSP111
PAY GRADE: M
POSITION NUMBER: 00123274
LOCATION: Administrative/Staff Services
GBI – Headquarters
Decatur, Georgia
ANNUAL SALARY: \$46,311 –\$68,500

This is a sensitive government position.

DUTIES AND RESPONSIBILITIES:

Under general supervision, this position will be housed within the Administrative/Staff Services Unit and will provide oversight for the operations & facility management for the GBI HQ campus and the statewide GBI facilities through project management processes, while collaborating with the management team. This position will be responsible for all aspects of various projects for the GBI statewide facilities by managing facility projects, renovations and new capital construction projects; assembling, assigning and coordinating project teams, to ensure timely completion of projects. Utilizes project management skills to effectively develop the scope of work for renovation, specification of products; bid projects, procurement of funds, schedule projects with the architect, engineer, consultant, contractor and owner, oversees renovation, construction and facility projects from the conception to the completion.

MINIMUM QUALIFICATIONS:

Bachelor's degree in a related field from an accredited college or university **AND** three (3) years of professional related work experience in Project Management

OR

Associate degree/vocational certificate from an accredited college, university, or program in a related field **AND** five years of professional related work experience in Project Management

OR

Six years of professional experience in Project Management

PREFERRED QUALIFICATIONS:

Preference will be given to applicants that, in addition to meeting the minimum qualifications, possess one or more of the following:

- Bachelor's degree in Architecture, Construction Management or a related field
- Certified Project Manager

- Four (4) or more years of experience in project or facility management
- Experience in the use of project or process management practices and/or project management methodology
- Experience and understanding of the process and framework of project/program management and delivery
- Experience in research methodology, developing solutions based on analysis, or making recommendations
- Experience with evaluating and analyzing existing systems, identifying deficiencies and understanding their structure and component parts
- Experience in developing project plans
- Experience in developing and preparing the following:
 - Project plans, models, diagrams, layouts, definitions and/or specifications which show processes in a clear manner.

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

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.**
- ❖ Due to budget constraints, the GBI is unable to sponsor or take over sponsorship of an employment visa.
- ❖ 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