GEORGIA
DEPARTMENT OF NATURAL RESOURCES

VACANCY ANNOUNCEMENT

Vacant Position Listing

Please click on the Job Title – Location to learn more about the advertised vacant position

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Applicant Information

- Vacancies are open to all qualified applicants. Applicants will be screened for the minimum qualifications listed for each job vacancy. Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the listed preferred qualifications, when applicable.
- Employees will be given the opportunity to compete within their division or within central office to transfer to or voluntary demote to a vacant position prior to consideration of applicants from outside of the agency.
- Applications are accepted for announced jobs only.
- To apply for an announced job vacancy, applicants must submit a Department of Natural Resources (DNR) Application for Employment to the individual address listed with each job posting. It is important that applications be sent directly to the contact person and/or locations listed. Applications sent to another location may not be forwarded and may result in applications not being considered.
- Applicants must submit one application for each position being applied for.
- A .pdf version and a Word version of the DNR Application for Employment can be found by visiting the Careers page of the DNR website at https://gadnr.org/careers.
- If submitting a résumé, please attach the résumé with a completed DNR Application for Employment.
- Please be sure to include the following information on your application; Job Title and Position Number.
- If the minimum qualifications for a job require a college education and you have obtained a degree from a college or university outside the USA, you are required to submit an International Education Evaluation Letter showing your degree is equivalent to one obtained at a college or university in the USA. International Educational Evaluations are accepted from the National Association of Credential Evaluation Services (www.naces.org/members.htm) or the Association of International Credentials Evaluators (www.aice-eval.org).
- Your application must be postmarked no later than the application deadline date noted on the specific job posting. Please note that deadlines will differ by job postings.
- Any offer of full time and part time employment by DNR is conditional upon a background check that is appropriate for the job functions and business necessity. If related criminal records are revealed in the process, the applicant will not be automatically disqualified.
- Information found on publicly posted social media accounts may be examined.
- Current State of Georgia employees transferring to a DNR position, on the same pay grade, will transfer at their existing pay. Current State of Georgia employees transferring to a DNR position, on a higher pay grade, will typically receive a 5% promotion, or go to the job minimum, whichever is greater. Current State of Georgia employees transferring to a DNR position, on a lower pay grade, will typically receive a demotion with a loss in pay.
- All positions listed in this announcement are in the Unclassified Service and will be filled as unclassified positions.
- All qualified applicants will be considered. Hiring locations will contact applicants regarding interviews but due to the volume of applications received not all applicants will be contacted or receive an interview.
- If you need this Vacancy Announcement in an alternate format, please contact the DNR Office of Human Resources at 404.656.7560.
- DNR is a registered participant in the federal work authorization program commonly known as E-Verify. DNR uses this program to verify employment eligibility of individuals hired on or after July 1, 2007. DNR’s E-Verify ID # is 45119, Authorized July 1, 2007.
- The Georgia Department of Natural Resources is an Equal Opportunity Employer.

Additional information on the Georgia Department of Natural Resources Operating Divisions can be located by visiting the below website addresses:

Coastal Resources Division  www.CoastalGADNR.org
Environmental Protection Division  www.GeorgiaEPD.org
Historic Preservation Division  www.GAshpo.org
Law Enforcement Division  www.GADNRLP.org
Parks and Historic Resources Division  www.GAStateParks.org
Wildlife Resources Division  www.GeorgiaWildlife.org

NOTE: Information in this Vacancy Announcement is subject to change.

Return to the Vacant Position Listing
Parks and Historic Resources Division Vacancies

Park / Historic Site Manager 3 – Bartow County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Red Top Mountain State Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Parks &amp; Historic Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00099273</td>
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<tr>
<td>JOB CODE</td>
<td>NRP014</td>
</tr>
<tr>
<td>PAYGRADE</td>
<td>K</td>
</tr>
<tr>
<td>ENTRY SALARY</td>
<td>$48,000.00</td>
</tr>
</tbody>
</table>

JOB DESCRIPTION

Job Summary: Supervises, guides, and/or instructs the work assignments of subordinate staff. Plans, directs, manages, or coordinates activities of a Georgia State Parks facility (state parks, historical sites, golf courses and/or lodges). Organizes processes and develops procedures to manage administrative aspects of park. Responsible for the management of staff, budget and revenue.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university
AND
Three years of full-time supervisory experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security, or facilities maintenance.
OR
Associate degree from an accredited college or university
AND
Five years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security, or facilities maintenance, including three years of supervisory experience.
OR
High school diploma or GED
AND
Seven years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security, or facilities maintenance, including three years of supervisory experience.
OR
Four years of experience required as a Park/Historic Sites Manager 1 (NRP012).
OR
Two years of experience required as a Park/Historic Site Manager 2 (NRP013).

NOTE: The selected candidate must reside in housing provided. If not currently residing in DNR housing, the selected candidate will be required to pay 100% of residence utilities.

(Continued on Page 5)
Park/Historic Site Manager 3 Continued

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Parks, Recreation and Historic Sites Division
ATTN: Denise White
1463 Knox Chapel Rd.
Social Circle, Ga 30025
Parks4@dnr.ga.gov

The Deadline date to apply for this position is 12/4/20
**Golf Superintendent – Morgan County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Hard Labor Creek State Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Parks &amp; Historic Resources Division</td>
</tr>
<tr>
<td>POSITION #</td>
<td>00185529</td>
</tr>
<tr>
<td>JOB CODE</td>
<td>NRP013</td>
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<tr>
<td>PAYGRADE</td>
<td>J</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$35,569.36</td>
</tr>
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</table>

*Official Title: Park/Historic Site Manager 2*

**JOB DESCRIPTION**

Under limited supervision, plans, directs, manages, or coordinates activities of a Georgia State Parks Golf Course facility. Organizes processes and develops procedures to manage all aspects of golf course. Responsible for the management of staff, budget and revenue.

**Primary Duties & Responsibilities:**

- Supervises and plans work of assigned staff
- Answers inquiries pertaining to policies and services, and resolves occupants' complaints
- Records data pertaining to funds and expenditures
- Coordinates activities and resolves complex problems
- Coordinates use of facilities with internal and external consumers
- Ensures Site security and visitor/associate safety
- Markets and implements an ongoing program of outdoor recreation, golf and public relations
- Observes and monitors course to ensure efficient operations and adherence to facility's policies and procedures
- Oversees the management of the facilities

**MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university

**AND**

Two years of full-time supervisory experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance.

**OR**

Associate's degree from an accredited college or university

**AND**

Four years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance, including two years of supervisory experience.

**OR**

High school diploma or GED

**AND**

Six years of full-time experience in a State Park, Historic Site, or similar facility with assigned duties in specialized area(s) such as resource management, guest services, administration, programming, security or facilities maintenance, including two years of supervisory experience.

**OR**

Three years of experience required as an Assistant Park/Historic Site Manager (NRP011)

**OR**

One year of experience required as a Park/Historic Site Manager 1 (NRP012).

(CONTINUED ON PAGE 7)
Golf Superintendent Continued

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Parks, Recreation and Historic Sites Division
ATTN: Denise White
1463 Knox Chapel Rd.
Social Circle, Ga 30025
Parks4@dnr.ga.gov

The Deadline date to apply for this position is 11/23/20
**Food Service Specialist 2- Elbert County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Richard B. Russell State Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Parks and Historic Resources Division</td>
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<tr>
<td>POSITION #</td>
<td>00098913</td>
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<tr>
<td>JOB CODE</td>
<td>FFT011</td>
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<td>PAYGRADE</td>
<td>G</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$25,762.45</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**

Under general supervision, coordinates activities of an organization or department that serves food and beverages. Coordinates the preparation of food for institutions, schools, hospitals, lodges, or cafeterias.

**Primary Duties & Responsibilities:**

- Takes customer orders, apportions food on plates and serves food to facility residents, employees and patrons and take out orders
- Assists in the management of all activities related to food receipt, meal delivery, and cleanup
- Oversees food service inventory and estimates the amount and cost of required supplies such as food and ingredients
- Keep records required by government agencies regarding sanitation and food subsidies when appropriate. Monitors compliance with health, sanitation, safety and fire regulations regarding food preparation and serving, and building maintenance in lodging and dining facilities
- Monitors compliance with safety, sanitation and health rules and standards
- Monitors food preparation methods, portions sizes, garnishing, presentation and display of food
- Oversees food service inventory
- Prepares and cooks food of all types, either on a regular basis or for special guests or functions
- Schedules and receives food and beverage deliveries, checking delivery contents in order to verify product quantity and quality

**MINIMUM QUALIFICATIONS**

High school diploma or GED
AND
Two years of experience in a food service operation in a capacity that involved formal supervision of workers.

OR
One year of experience at the lower level Food Service Specialist 1 (FFT010) or position equivalent.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Parks, Recreation and Historic Sites Division
ATTN: Denise White
1463 Knox Chapel Road
Social Circle, GA 30025
Parks4@dnr.ga.gov

The Deadline date to apply for this position is 11/23/20

*Return to the Vacant Position Listing*
**General Trades Technician 2 – Union County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Vogel State Park</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Parks and Historic Resources Division</td>
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<tr>
<td>POSITION #</td>
<td>00099299</td>
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<tr>
<td>JOB CODE</td>
<td>FET031</td>
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<tr>
<td>PAYGRADE</td>
<td>F</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$24,322.01</td>
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</tbody>
</table>

**JOB DESCRIPTION**
Under general supervision, performs a variety of semiskilled and skilled building trades work in the repair, maintenance or construction of state buildings and related structures. Installs and maintains security, climate control and other facilities systems.

**Primary Duties & Responsibilities**
- Assembles, installs and/or repairs wiring, electrical and electronic components, pipe systems and plumbing, machinery and equipment
- Diagnoses and corrects mechanical and structural problems, check blueprints, repair manuals and parts catalogs
- Ensures all maintenance conforms to quality standards and designated timeliness
- Handles hazardous materials according to laws and regulations
- Installs, maintains, evaluates and repairs any components of the systems
- Operates plant equipment and building automation systems
- Operates trade related tools and equipment; maintains/assists an accurate inventory of all materials and equipment
- Performs basic and skilled painting, carpentry and roofing tasks
- Performs general maintenance and repair work on facilities and equipment
- Performs routine preventive maintenance to ensure that machines operate smoothly, efficiently and physical condition of buildings does not deteriorate
- Read, utilizes blueprints, plans, drawings and sketches to determine the work to be performed and resources required
- Renovates or builds additions to existing facilities
- Repairs and performs maintenance on plumbing fixtures, lighting, air vents and air conditioning units and facilities
- Wears safety equipment and observes all safety practices and regulations

**MINIMUM QUALIFICATIONS**
High school diploma or GED

AND

Two years of experience in building repairs and maintenance or in the specific area of assignment.

OR

One year of experience at the lower level General Trades Technician 1 (FET030) or position equivalent.

**NOTE:** Some positions may require area specific certifications/licenses.

**NOTE:** Applicants that previously applied for this position with a deadline date of 7/9/20 are still being considered and do not need to re-apply.

(CONTINUED ON PAGE 10)
**General Trades Technician 2 Continued**

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources  
Parks, Recreation and Historic Sites Division  
ATTN: Michelle Egan  
P.O. Box 1029  
Helen, GA  30545  
Parks1@dnr.ga.gov

The Deadline date to apply for this position is 11/26/20
General Trades Technician 2 – Barrow County

LOCATION  Fort Yargo State Park
DIVISION   Parks and Historic Resources Division
POSITION # 00098891
JOB CODE  FET031
PAYGRADE  F
ENTRY SALARY  $24,322.01

JOB DESCRIPTION
Under general supervision, performs a variety of semiskilled and skilled building trades work in the repair, maintenance or construction of state buildings and related structures. Installs and maintains security, climate control and other facilities systems.

Primary Duties & Responsibilities
- Assembles, installs and/or repairs wiring, electrical and electronic components, pipe systems and plumbing, machinery and equipment
- Diagnoses and corrects mechanical and structural problems, check blueprints, repair manuals and parts catalogs
- Ensures all maintenance conforms to quality standards and designated timeliness
- Handles hazardous materials according to laws and regulations
- Installs, maintains, evaluates and repairs any components of the systems
- Operates plant equipment and building automation systems
- Operates trade related tools and equipment; maintains/assists an accurate inventory of all materials and equipment
- Performs basic and skilled painting, carpentry and roofing tasks
- Performs general maintenance and repair work on facilities and equipment
- Performs routine preventive maintenance to ensure that machines operate smoothly, efficiently and physical condition of buildings does not deteriorate
- Read, utilizes blueprints, plans, drawings and sketches to determine the work to be performed and resources required
- Renovates or builds additions to existing facilities
- Repairs and performs maintenance on plumbing fixtures, lighting, air vents and air conditioning units and facilities
- Wears safety equipment and observes all safety practices and regulations

MINIMUM QUALIFICATIONS
High school diploma or GED
AND
Two years of experience in building repairs and maintenance or in the specific area of assignment.
OR
One year of experience at the lower level General Trades Technician 1 (FET030) or position equivalent.

NOTE: Some positions may require area specific certifications/licenses.

(CONTINUED ON PAGE 12)
**General Trades Technician 2 Continued**

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Parks, Recreation and Historic Sites Division  
ATTN: Denise White  
1463 Knox Chapel Rd.  
Social Circle, Ga 30025  
Parks4@dnr.ga.gov

| The Deadline date to apply for this position is 11/23/20 |

Return to the Vacant Position Listing
Administrative Support 1 – Chatham County

LOCATION  Skidaway Island State Park
DIVISION  Parks & Historic Resources Division
POSITION #  00099093  JOB CODE  GSS080  PAYGRADE  C  ENTRY SALARY  $20,904.00

JOB DESCRIPTION
Under direct supervision, performs a variety of general secretarial, clerical, and administrative support functions/processes or a few specialized or essential clerical functions in support of a unit or office and related personnel. May enter data and/or process documents and records. The work includes operating standard office equipment. Work is performed under the close supervision of a clerical or administrative supervisor.

Primary Duties & Responsibilities:
- Completes tasks and assignments associated with administrative support functions (ie, licensure, personnel, purchasing, records management, inventory, or similar function)
- Provides clerical support such as incidental typing, filing, ordering supplies, and sorting mail
- Provides clerical support within assigned functional area (ie processing/transactions, review of applications, scheduling training, scheduling facilities maintenance, reconciling financial records, assessing/collecting fees for a program
- Provides general clerical support to an office, to include such tasks as data entry/maintenance, copying/distributing documents and materials, maintaining recordkeeping and filing systems, etc
- Provides secretarial and administrative support to an upper-level manager
- Uses independent judgment and initiative to perform administrative, clerical and secretarial duties in support of an individual employee or group of employees
- Receives additional training, as required, to gain full proficiency and experience in all areas

MINIMUM QUALIFICATIONS
High school diploma or GED
AND
Ability to perform basic office functions and computer related duties.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Parks, Recreation and Historic Sites Division
ATTN: Sandra Harris
1 Conservation Way
Brunswick, GA  31520
Parks2@dnr.ga.gov

The Deadline date to apply for this position is 11/23/20

Return to the Vacant Position Listing
**Groundskeeper 2 – Franklin County**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Victoria Bryant State Park</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Parks, Recreation and Historic Sites Division</td>
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<tr>
<td>POSITION #</td>
<td>00169950</td>
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<tr>
<td>JOB CODE</td>
<td>FES031</td>
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<td>PAYGRADE</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$20,800.00</td>
</tr>
</tbody>
</table>

**JOB DESCRIPTION**

Under general supervision, maintains grounds in an attractive and orderly condition by trimming lawns, removing leaves and debris and other related duties. Operates and maintains grounds equipment as necessary.

Primary Duties & Responsibilities:
- Cares for established lawns
- Decorates gardens with stones and plants
- Disposes of trash and debris
- Hauls or spreads topsoil, and spreads straw over seeded soil to hold soil in place
- Makes improvements to walks, lanes, sheds, and benches, including painting and minor repairs
- Mixes and sprays or spreads fertilizers, herbicides, or insecticides onto grass, shrubs, and trees, using hand or automatic sprayers or spreaders
- Mows and edges lawns, using power mowers and edgers
- Plant seeds, bulbs, foliage and applies mulch for protection, using gardening tools
- Provides preventive maintenance pertaining to grounds area and/or state cemeteries or park facilities

**MINIMUM QUALIFICATIONS**

Six months of related experience

AND

Valid driver's license.

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources
Parks, Recreation and Historic Sites Division
ATTN: Denise White
1463 Knox Chapel Road
Social Circle, GA 30025
Parks4@dnr.ga.gov

The Deadline date to apply for this position is 11/23/20
Wildlife Resources Division Vacancies

Wildlife Technician Supervisor – Glynn County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Brunswick Game Management</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
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<tr>
<td>POSITION #</td>
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<td>JOB CODE</td>
<td>NRT013</td>
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<td>PAYGRADE</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$43,063.23</td>
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</tbody>
</table>

**JOB DESCRIPTION**
Under general supervision, supervise associates and implement maintenance duties on Ossabaw Island, Richmond Hill, Paulks Pasture, Little Satilla and Rogers Tract Wildlife Management Areas (WMAs). This supervision involves performance evaluations, developing, implementing and overseeing completion of work plans, coordinating equipment needs and movements and day-to-day supervision of the associates assigned to these WMAs. This position assists biologists and the region supervisor with developing hunting regulations and developing long-term management goals for these WMAs. This position is responsible for coordinating activities with other WMA landowners, coordinating and handling complex nuisance alligator, bear, deer and other wildlife issues in a 9 county area, assisting biologists and DNR’s Law Enforcement Division with special permit inspections and assisting with data collection for various wildlife research and survey projects.

**MINIMUM QUALIFICATIONS**
Associate's degree in Wildlife Management or a related field from an accredited college or university
AND
Five years of experience required at the lower level Wildlife Technician 2 (NRT011) or position equivalent.
OR
Completion of equivalent coursework (90 quarter hours or 60 semester hours) in Wildlife Management or a related field from an accredited college or university
AND
Five years of experience required at the lower level Wildlife Technician 2 (NRT011) or position equivalent.
OR
High school diploma or GED
AND
Two years of experience required at the lower level Wildlife Technician 3 (NRT012) or position equivalent.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- An associate's degree or higher in game/wildlife management
- An employment history in wildlife management
- Current DNR/WRD personnel
  Heavy equipment experience
- Previous supervisory experience

**NOTE:** Eligibility to obtain or possession of a Commercial Driver's License is required.

**NOTE:** Applicants who previously applied to internal announcements with closing dates of 11/20/19 or 3/13/20 must reapply to be considered.

(CONTINUED ON PAGE 16)
Wildlife Technician Supervisor Continued

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources  
Office of Human Resources  
ATTN: Keely Bowen  
2067 US Hwy, 278, SE  
Social Circle, GA 30025  
Keely.bowen@dnr.ga.gov

The Deadline date to apply for this position is 12/4/20
Communications Specialist 1/2 – Walton County

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Wildlife Resources Division Headquarters – Social Circle</th>
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</thead>
<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
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<tr>
<td>POSITION #</td>
<td>00099732</td>
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<td>JOB CODE</td>
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<td>PAYGRADE</td>
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<td>ENTRY SALARY</td>
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<td>GSP041</td>
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<td></td>
<td>$32,418.30</td>
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Based on education and experience, the selectee will be hired into one of the above-mentioned job codes.

**JOB DESCRIPTION**
Under broad supervision, serve the Wildlife Resources Division through promotion of R3 initiatives via social media platforms. Plan, develop, and implement social media strategy, campaigns and content through the creative services of writing and basic videography. Coordinate events and oversee procurement of promotional items. Utilize marketing funds for development of license plates and social promotions.

**MINIMUM QUALIFICATIONS**

**GSP040 – Communications Specialist 1**
Bachelor’s degree in communications or a related field from an accredited college or university. OR Three years of communications or related experience.

**GSP041 – Communications Specialist 2**
Bachelor’s degree in communications or a related field from an accredited college or university AND One year of communications or related experience. OR Four years of communications or related experience. OR One year of experience required at the lower level Communications Specialist 1 (GSP040) or position equivalent.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with experience in
- Wildlife management practices within a state or federal agency
- Professional social media management
- Adobe editing Suites, Microsoft office Suites, and/or WordPress.
- Responding to customer inquiries

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address **highlighted** below or mail a completed DNR Application for Employment to the following address:
Georgia Department of Natural Resources
Office of Human Resources
ATTN: Keely Bowen
2067 US Hwy, 278, SE
Social Circle, GA 30025
Keely.bowen@dnr.ga.gov

The Deadline date to apply for this position is 12/4/20

*Return to the Vacant Position Listing*
Administrative Assistant 3 – Walton County

<table>
<thead>
<tr>
<th>LOCATION</th>
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<tbody>
<tr>
<td>DIVISION</td>
<td>Wildlife Resources Division</td>
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<tr>
<td>POSITION #</td>
<td>00100170</td>
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<tr>
<td>JOB CODE</td>
<td>GST052</td>
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<td>PAYGRADE</td>
<td>H</td>
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<tr>
<td>ENTRY SALARY</td>
<td>$29,399.50</td>
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</tbody>
</table>

**JOB DESCRIPTION**
Under broad supervision, performs a wide range of office administration duties for assigned functions or programs. This position provides all administrative and procurement support for the Statewide Boating Access Program, the Statewide Stream Survey Program, and general support to the Fisheries Headquarters. Job duties include: balancing ledgers and reconciling, preparing financial status reports, monitoring expenditures and budget tracking by project or account codes, correcting accounting errors, reporting budget status and projections to the Program Supervisors, managing petty cash funds, conforming to all policies on travel, credit card utilization, and updating program staff, completion of personnel transactions such as employment packages, PAR transactions, or other personnel activities, ensures adequate stocking of office supplies, and coordinates with other Sections on building repairs and services.

**MINIMUM QUALIFICATIONS**
Associates degree from an accredited college or university
AND
Two years of related experience.
OR
Four years of related experience.

**PREFERRED QUALIFICATIONS**
Preference may be given to applicants with:
- Experience in state government accounting, budgeting or other administrative duties
- Experience in PeopleSoft software applications
- Extensive knowledge in office software applications including Excel, Word, and Access
- Current DNR/WRD employee

If interested in applying for this position, please submit an electronic DNR Application for Employment to the e-mail address highlighted below or mail a completed DNR Application for Employment to the following address:

Georgia Department of Natural Resources  
Office of Human Resources  
ATTN: Keely Bowen  
2067 US Hwy, 278, SE  
Social Circle, GA 30025  
Keely.bowen@dnr.ga.gov

The Deadline date to apply for this position is 11/23/20

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Environmental Protection Division Vacancies

EPD Continuous Recruitment

The Environmental Protection Division (EPD) continuously recruits for Environmental Engineers, Environmental Compliance Specialists, Geologists and Lab Scientists. For more information on positions and to apply, click here. Current opportunities include the following:

ENVIRONMENTAL ENGINEER

- Air Protection Branch / Chemical Permitting Unit / Clayton County, Atlanta
- Air Protection Branch / Nitrogen Oxides Unit / Clayton County, Atlanta
- Air Protection Branch / Planning & Regulatory Development Unit / Clayton County, Atlanta
- Air Protection Branch / Volatile Organic Compound/Combustion Unit / Clayton County, Atlanta
- Watershed Protection Branch / Drinking Water Compliance Unit / Fulton County, Atlanta
- Watershed Protection Branch / Municipal Permitting Unit / Fulton County, Atlanta
- Watershed Protection Branch / Industrial Permitting Unit / Fulton County, Atlanta
- Watershed Protection Branch / Permitting Unit / Fulton County, Atlanta
- Land Protection Branch / Solid Waste Management Unit / Clayton County, Atlanta
- Land Protection Branch / Response and Remediation Program-Voluntary Remediation Unit / Fulton County, Atlanta

ENVIRONMENTAL COMPLIANCE SPECIALIST

- Air Protection Branch / Data Analysis Unit / Clayton County, Atlanta
- Watershed Protection Branch / Drinking Water Inspection Unit / Fulton County, Atlanta
- Watershed Protection Branch / Safe Dams Unit / Fulton County, Atlanta
- Watershed Protection Branch / Municipal Permitting Unit / Fulton County, Atlanta
- Watershed Protection Branch / Drinking Water Compliance Unit / Fulton County, Atlanta
- Watershed Protection Branch / Stormwater Unit / Fulton County, Atlanta
- Land Protection Branch/ Tire Management Unit/Clayton County, Atlanta
- Land Protection Branch/ Risk Assessment Unit/Fulton County, Atlanta

LABORATORY SCIENTIST

- Laboratory Operations/Gwinnett County, Norcross

Applicants need not apply to each specific vacancy listed above. By applying to a specific job title and branch, you are applying to a pool and you will be considered for all vacancies within that job series in the specified branch. Candidates who meet minimum entry qualifications will be contacted further with specific job information.

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