



# GEORGIA

DEPARTMENT OF NATURAL RESOURCES

## VACANCY ANNOUNCEMENT

GEORGIA DEPARTMENT of NATURAL RESOURCES

Office of Human Resources

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[www.gadnr.org](http://www.gadnr.org)

**VACANCY ANNOUNCEMENT # 35-2012**

**APPLICATION DEADLINE DATE: September 21, 2012**

## 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.
- Applications and/or resumes` are accepted for announced jobs only.
- To apply for an announced job vacancy, applicants must submit a State of Georgia Application for Employment to the individual address listed with each job posting. Please do not submit your application/resume` to the address listed on the front of this announcement.
- A .pdf version and a Word version of the State of Georgia Application for Employment can be found by visiting the Careers page of the DNR website at <http://www.gadnr.org/careers>
- If submitting a resume`, please attach this with the State of Georgia Application for Employment.
- Please be sure to include the following information on your application; Job Title, Position Number and Location.
- 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](http://www.naces.org/members.htm)) or the Association of International Credentials Evaluators ([www.aice-eval.org/Organization.aspx](http://www.aice-eval.org/Organization.aspx)).
- Your application must be postmarked no later than the application deadline date noted on the front page of this Vacancy Announcement. Please note that deadlines listed may differ for certain advertised jobs from what is listed on the front of the Vacancy Announcement.
- Applicants for full time and part time position vacancies with the department will be subject to a criminal background check.
- If you need this Vacancy Announcement in an alternate format, please contact the DNR Office of Human Resources at 404.656.7560.
- 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  
 Environmental Protection Division  
 Historic Preservation Division  
 Parks, Recreation and Historic Sites Division  
 Wildlife Resources Division

[www.CoastalGADNR.org](http://www.CoastalGADNR.org)  
[www.GeorgiaEPD.org](http://www.GeorgiaEPD.org)  
[www.GAshpo.org](http://www.GAshpo.org)  
[www.GAStateParks.org](http://www.GAStateParks.org)  
[www.GeorgiaWildlife.com](http://www.GeorgiaWildlife.com)

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

## **LAW ENFORCEMENT POSITION HIRING INFORMATION**

Effective May 1, 2012 ALL applicants who are NOT P.O.S.T. Certified must take and pass the P.O.S.T. Entrance Examination **prior to submitting an application** to be considered for a Law Enforcement (P.O.S.T.) position within DNR. Results from the P.O.S.T. Entrance Exam must be submitted with your application.

Applicants who are P.O.S.T. Certified must submit a copy of their P.O.S.T. Certification Certificate with their application to be considered for a Law Enforcement (P.O.S.T.) position.

### **CONDITIONAL EMPLOYMENT**

Applicants selected to fill Law Enforcement positions, who are not P.O.S.T. Certified, must accept Conditional Employment with DNR. The terms of this Conditional Employment are as follows:

- Upon hire, the employee must attend an 11-week Basic Law Enforcement Training Course to obtain their P.O.S.T. Certification at one of the Georgia Public Safety Training Center (GPSTC) Regional Academies located in Athens; Augusta; Columbus; Dalton; Forsyth; Savannah; Tifton.
- Upon obtaining P.O.S.T. Certification, the employee is then required to complete a 12-week DNR Academy at the GPSTC located in Forsyth.

Applicants must successfully complete the Basic Law Enforcement Training Course and the DNR Academy in order to continue employment with DNR.

### **P.O.S.T. ENTRANCE EXAM INFORMATION**

Applicants who are not P.O.S.T. Certified must pass the P.O.S.T. Entrance Exam to be considered for Law Enforcement positions within DNR.

Effective January 1, 2009 the P.O.S.T. Council adopted the **ASSET** or **COMPASS** exam as the official P.O.S.T. Entrance Exam for law enforcement candidates. The **ASSET** or **COMPASS** exams are administered through the Technical College System of Georgia at various Technical Colleges throughout Georgia.

The **COMPASS** exam is a computer-based exam that provides immediate results. The **ASSET** exam is a paper and pencil version that will provide results in approximately 10 business days. Both of these exams measure reading, writing and numerical skills. Passing scores for the **ASSET** and **COMPASS** exam are listed below:

Test Portion	ASSET	COMPASS
Reading	38	70
Writing	35	32

Applicants who are not P.O.S.T. Certified are required to provide a copy of their test results when applying for a Conservation Ranger position with DNR.

P.O.S.T. Entrance Exam Information, including testing locations, can be found on the Careers page of the DNR website at [www.gadnr.org/careers](http://www.gadnr.org/careers).

Applicants taking the P.O.S.T. Entrance Exam are required to take a completed ***P.O.S.T. Entrance Examination Access Form*** to the test site. This form is found on the Careers page of the DNR website at [www.gadnr.org/careers](http://www.gadnr.org/careers).

## **SUMMARY OF AVAILABLE POSITIONS**

Listed below is a listing of each vacant position posted in this Vacancy Announcement.

### **Parks, Recreation and Historic Sites Division**

PS: Parks Fac Mgt Spec (EL/WL) formerly Parks Asst. Mgr 1/2 Pages 5-7

PS: Parks Fac Mgt Spec (EL) formerly Parks Asst. Mgr. 1 Pages 8-9

### **Wildlife Resources Division**

MG1: Natural Resources formerly Wildlife Programs Regional Supv. Page 10

PS: Comm. Outreach Spec (AL) formerly Education & Info Officer Page 11

SS: Grounds/Maintenance Wkr (WL) formerly Utility Worker 1 Page 12

## **Parks, Recreation and Historic Sites Division Vacancies**

**Title: PS: Parks Fac Mgt Spec (EL) – formerly Parks Asst. Mgr. 1**

**Paygrade: 12**

**Entry Salary: \$2,222.68/month**

**Title: PS: Parks Fac Mgt Spec (WL) – formerly Park Asst. Mgr. 2**

**Paygrade: 13**

**Entry Salary: \$2,449.96/month**

**Position #: 00098835**

**Location: Cloudland Canyon State Park – Dade County**

**Position #: 00098858**

**Location: Elijah Clark State Park – Lincoln County**

(EL) – Entry Level; (WL) – Working Level

The job level that the selectee will be hired into will be based on education and experience.

### **Job Description – PS:Parks Fac Mgt Spec (EL)**

Plans and 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. This is the entry/training level of the Parks Facilities Management job series. Incumbents at this level may require additional training or experience to gain full proficiency in some or all of the job responsibilities.

### **Job Description – PS:Parks Fac Mgt Spec (WL)**

Plans and 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.

## **MINIMUM QUALIFICATIONS**

### **PS:Parks Fac Mgt Spec (EL) formerly Parks Asst. Mgr. 1**

Completion of a Bachelor's degree from an accredited four-year college or university.

**OR**

Completion of an Associate's degree from an accredited college or university

**AND**

Two years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor's service, security or facilities maintenance.

**OR**

Completion of a High School Diploma/GED

**AND**

Three years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor's service, security or facilities maintenance.

**(CONTINUED ON PAGE 6)**

**PS: Parks Fac. Mgt. Spec. (EL / WL) Continued**

**PS:Parks Fac Mgt Spec (WL) formerly Parks Asst. Mgr. 2**

Completion of a Bachelor's degree from an accredited four-year college or university.

**AND**

One year of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor's service, security or facilities maintenance.

**OR**

Completion of an Associate's degree from an accredited college or university

**AND**

Three years of full-time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitor's service, security or facilities maintenance.

**OR**

Completion of a High School Diploma/GED

**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 visitor's service, security or facilities maintenance.

**OR**

One year of full-time work experience as a Parks Assistant Manager 1.

**OR**

Six months of work experience as a participant in the Georgia Parks & Historic Sites Divisional Manager-In-Training Program.

**NOTE: Please see the Law Enforcement Position Hiring Information on Page 3 for additional requirements.**

**PREFERRED QUALIFICATIONS**

Preference may be given to applicants who are currently P.O.S.T. Certified

**NOTES**

1. 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 the cost of residence utilities.
2. This position has been designated as a Class I Deputy Conservation Ranger; therefore, applicants must be at least twenty-one years of age and meet all requirements for certification as a Peace Officer by the Georgia Peace Officers Standards and Training (P.O.S.T.) Council.
3. **MEDICAL STANDARDS-VISON:** Minimum vision corrected to 20\40 with glasses or corrective lenses and at least 20\60 in both eyes without correction, Peripheral vision of at least 70 degrees in each eye. Information concerning additional standards is available upon request.
4. The **selected** candidate may be required to pass a pre-employment drug-screening test before final offer of the position.

**(CONTINUED ON PAGE 7)**

**PS: Parks Fac. Mgt. Spec. (EL / WL) Continued**

**NOTE:** Applicants that previously applied for Position # 00098835, located at Cloudland Canyon State Park or Position # 00098858, located at Elijah Clark State Park, from DNR Vacancy Announcement # 28-2012 are still being considered and do not need to re-apply.

**If interested in applying for Position # 00098835 at Cloudland Canyon State Park, please mail your application to the following address or submit an electronic application to the e-mail address highlighted below:**

Georgia Department of Natural Resources  
Parks, Recreation & Historic Sites Division  
ATTN: Angie Johnson  
P.O. Box 1029  
Helen, GA 30545  
**[Angie.Johnson@dnr.state.ga.us](mailto:Angie.Johnson@dnr.state.ga.us)**

**If interested in applying for Position # 00098858 at Elijah Clark State Park, please mail your application to the following address or submit an electronic application to the e-mail address highlighted below:**

Georgia Department of Natural Resources  
Parks, Recreation & Historic Sites Division  
ATTN: Terry Trowbridge  
One Conservation Way  
Brunswick, GA 31520  
**[Terry.Trowbridge@dnr.state.ga.us](mailto:Terry.Trowbridge@dnr.state.ga.us)**

**Title: PS: Parks Fac Mgt Spec (EL) – formerly Parks Asst. Mgr. 1**

**Paygrade: 12**

**Entry Salary: \$2,222.68/month**

**Position #: 00099075**

**Location: Laura Walker State Park – Ware County**

Plans and 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. This is the entry/training level of the Parks Facilities Management job series. Incumbents at this level may require additional training or experience to gain full proficiency in some or all of the job responsibilities.

### **MINIMUM QUALIFICATIONS**

Completion of a Bachelor's degree from an accredited college or university.

**OR**

Completion of an Associate's degree from an accredited college or university

**AND**

Two years of full time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitors services, security or facilities maintenance.

**OR**

Completion of a High School Diploma / GED

**AND**

Three years of full time experience in a State Park, Historic Site or similar facility with assigned duties in specialized area(s) such as visitors services, security or facilities maintenance.

**NOTE: Please see the Law Enforcement Position Hiring Information on Page 3 for additional requirements.**

### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants who are currently P.O.S.T. Certified

### **NOTES**

1. 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 the cost of residence utilities.
2. This position has been designated as a Class I Deputy Conservation Ranger; therefore, applicants must be at least twenty-one years of age and meet all requirements for certification as a Peace Officer by the Georgia Peace Officers Standards and Training (P.O.S.T.) Council.
3. **MEDICAL STANDARDS-VISON:** Minimum vision corrected to 20\40 with glasses or corrective lenses and at least 20\60 in both eyes without correction, Peripheral vision of at least 70 degrees in each eye. Information concerning additional standards is available upon request.
4. The **selected** candidate may be required to pass a pre-employment drug-screening test before final offer of the position.

**(CONTINUED ON PAGE 9)**



**PS: Parks Fac. Mgt. Spec. (EL) Continued**

If interested in applying for this position, please mail your application to the following address or submit an electronic application to the e-mail address highlighted below:

Georgia Department of Natural Resources  
Parks, Recreation & Historic Sites Division  
ATTN: Terry Trowbridge  
One Conservation Way  
Brunswick, GA 31520  
[Terry.Trowbridge@dnr.state.ga.us](mailto:Terry.Trowbridge@dnr.state.ga.us)

## **Wildlife Resources Division Vacancies**

**Title: MG1: Natural Resources – formerly Wildlife Program Regional Supv.**

**Paygrade: 19**

**Entry Salary: \$4,347.71/month**

**Position #: 00100744**

**Location: Albany – Dougherty County**

Under broad supervision directs complex conservation programs in 29 counties in south west Georgia and is responsible for 12 Wildlife Management Areas totaling over 64,000 acres. Supervises a professional, technical, and administrative staff. Manages a 1.1 million dollar budget in support of regional activities. Proposes changes in laws and regulations and ensures enforcement of all state laws. Conducts contract negotiations, identifies natural resource problems, and directs scientific research and survey projects. Assists landowners by providing management recommendations to solve nuisance wildlife problems and enhance wildlife populations, conducts educational programs for the public, makes public presentations, and communicates to the public through all media sources.

### **MINIMUM QUALIFICATIONS**

Two years of professional experience at a level equivalent to a Wildlife Biologist 2.

**OR**

Four years of professional experience at a level equivalent to a Wildlife Biologist 1.

**OR**

Six years of professional experience at a level equivalent to a Wildlife Technician 4

**AND**

Completion of a Bachelor's degree in Wildlife Management, Fisheries Management or a closely related field.

### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with team leader or supervisory experience.

Preference may be given to applicants with experience in the Wildlife Resources Division.

Preference may be given to applicants with demonstrated written and verbal communication skills.

**If interested in applying for this position, please mail your application to the following address:**

Georgia Department of Natural Resources  
Wildlife Resources Division  
ATTN: Vallie Ramey  
2070 U.S. Hwy. 278, SE  
Social Circle, GA 30025

<b>Title: PS: Communication/Outreach Spec (AL) – formerly Education &amp; Info Officer</b>	
<b>Paygrade: 14</b>	<b>Entry Salary: \$2,701.53/month</b>
<b>Position #: 00155791</b>	<b>Location: Calhoun – Gordon County</b>
<b>Position #: 00155792</b>	<b>Location: Charlie Elliott Wildlife Center – Jasper County</b>
<b>Position #: 00155793</b>	<b>Location: Albany – Dougherty County</b>

The primary duties for these positions are conducting hunting and shooting sports education programs. The selected candidate may be required to safely handle firearms and archery equipment. The selected candidate may be required to work in remote field locations and operate a 4WD pickup truck. This position may require overnight travel.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Communications or a related field

**AND**

One year of area specific experience.

**OR**

Five years of area specific experience.

**OR**

One year at the lower level or position equivalent.

### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with experience in the field(s) of conservation education and/or marketing.

Preference may be given to applicants with experience and certifications in shooting sports education.

Preference may be given to applicants with experience in supervising and managing the work of volunteers.

Preference may be given to applicants with experience and certification in delivering hunter safety education programs.

**If interested in applying for any of these positions, please list the position number(s) on your application for the position(s) you are applying for and mail your application to the following address:**

Georgia Department of Natural Resources  
Wildlife Resources Division  
ATTN: Vallie Ramey  
2070 U.S. Hwy. 278, SE  
Social Circle, GA 30025

**Title: SS: Grounds/Maintenance Wkr (WL) – formerly Utility Wkr 1 Parks/Golf Course**  
**Paygrade: 7** **Entry Salary: \$1,424.96/month**

**Position #: 00185162**

**Location: Di-Lane Plantation – Burke County**

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.

## **MINIMUM QUALIFICATIONS**

Valid driver's license.

## **PREFERRED QUALIFICATIONS**

Preference may be given to current DNR employees.

Preference may be given to those with experience with wildlife management practices.

Preference may be given to those with general building maintenance experience.

Preference may be given to those with experience in the operation and maintenance of heavy equipment, power equipment and hand tools.

Applicant must be able to work independently under limited direct supervision.

Applicant must be able to work outside under a variety of weather conditions.

Applicant must be able to operate a light-duty state vehicle under a variety of traffic conditions.

**NOTE:** Questions regarding this position should be directed to Lee Taylor at 706-595-4222.

**NOTE:** Applicants that previously applied for this position, from DNR Vacancy Announcement # 31-2012 are still being considered and do not need to re-apply.

**If interested in applying for this position, please mail your application to the following address:**

Georgia Department of Natural Resources  
Wildlife Resources Division  
ATTN: Vallie Ramey  
2070 U.S. Hwy. 278, SE  
Social Circle, GA 30025