



Sr. Asset Manager

OUR MISSION... *To provide a clean, comfortable, and safe environment on Capitol Hill.*

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

Job Information
Job Type: Full Time
Number of Vacancies: 1
Unit: Facilities – Maintenance Administration
Pay Grade: SWD 019
Hiring Salary Range: \$52,172.55 - \$77,175.00
Location: Atlanta, GA
Opens: November 5, 2013
Closes: November 20, 2013 (Must be received by 5 p.m.)

To obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5660 or e-mail
hr-email@spo.ga.gov

GBA will attempt to meet reasonable accommodation requests whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

[Sr. Asset Manager](#)



Website: www.gba.ga.gov

Position Overview
<p><u>Duties:</u> Under general supervision, manages the operation of the Facilities Division Operations Section. Leads the planning, and preparation of tenant improvement projects; directs the activities of Computer-Aided Design (CAD) group; manages the annual Intergovernmental Agreements (IGAs) between State Agencies and GBA for rental space in GBA buildings.</p> <p><u>Minimum Qualifications (Agency Specific):</u> A bachelor's degree at a four-year college or university in engineering or business administration and two (2) years of experience in asset management which includes supervision of multiple operations such as space management, site selection and facility project management; OR eight (8) years of technical experience in strategic planning, project management, or asset management with at least two years serving in an upper level management role for a medium size organization. Must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver.</p> <p><u>Competencies (Agency Specific):</u> Ability to direct, supervise and plan the work units day to day in project management and asset management; Knowledge of strategic planning and customer service. Strong verbal, written, and analytical skills; excellent customer service, problem resolution, and organizational skills; ability to effectively interact with highly skilled professionals; ability to work under pressure and meet deadlines; must demonstrate leadership and take initiative; must be self directed and time-line driven. Must have experience working with the various construction delivery systems and a working knowledge of construction best practices and accounting principles and asset management.</p> <p style="text-align: center;">.</p> <p>If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.</p> <p>The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.</p> <p>Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.</p>



GBA is an Equal Opportunity Employer and does not discriminate on the basis of color, race, national origin, age, sex, religion or disability.