



Division Director, Assistant

(Parking & Access Control)

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: Parking & Access Control
Pay Grade: SWD 20
Hiring Salary: \$57,289.84 - \$68,000.00
Location: Atlanta, GA
Opens: January 16, 2015
Closes: February 27, 2015
(Must be received by 5 p.m.)

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

404-463-5668 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:

[Division Director, Assistant \(Parking & Access Control\)](#)



Website: www.gba.ga.gov

Position Overview

Duties: The Assistant Director will be responsible for planning, directing, developing and coordinating the business management of Parking and Access and will oversee all field operations staff. The Assistant Director will be involved in developing unit policies, procedures and representing the department in Capitol Hill parking and access projects.

Minimum Qualifications (Agency Specific):

Bachelor's degree in a related field and three (3) years of experience managing professional level staff

OR

Seven (7) years of experience, three (3) years of which are managing at the level equivalent to the area of assignment

OR

Three (3) years of experience at the lower level or position equivalent (GSM010).

Must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver.

Competencies (Agency Specific):

Considerable skill in written and oral communication; ability to direct, supervise and plan the work of others engaged in performing duties; perform duties without supervision; trouble shoot and/or diagnose problems; able to determine materials and labor force to perform assigned tasks; knowledge of safety policies and procedures; of the principles and practices of the collection, organization and presentation of data for development plan.

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.

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.

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.

This position is subject to close at any time once a satisfactory applicant pool has been identified.