



# CAREER OPPORTUNITY

## GSFIC

# Construction Resource Manager (Project Management)

**OUR MISSION...** *Building Georgia's future by providing financial and construction management with the highest level of customer service, integrity, fairness and efficiency.*

The Georgia State Financing and Investment Commission (GSFIC) is responsible for the issuance and oversight of all public debt by the State, performs all services relating to the issuance, investment, and accounting of proceeds from general obligation debt, and acquires and assists in the construction of projects for state agencies and authorities financed through such debt.

### Job Information

**Job Type:** Full Time

**Number of Vacancies:** 1

**Hiring Salary Range:** \$55,000.00 - \$62,000.00  
*Salary commensurate with experience*

**Location:** Atlanta, GA

**Opens:** October 17, 2018

**Closes:** Open until Filled

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

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

404-463-5664 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

*GSFIC 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](mailto: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: **Construction Resource Manager**



**Website:** [www.gsfic.ga.gov](http://www.gsfic.ga.gov)

### Position Overview

**Duties:** Under the direction of the Director of Construction Services, provide managerial oversight for all administrative personnel in the Construction Services Department (CSD); serve as a liaison between management and the administrative team. This position will be responsible for the recruitment and retention of administrative employees; orienting and training on job functions; develop talent standards and conduct performance evaluations and provide guidance regarding performance; responsible for the delegation of tasks among employees and implement changes to improve the department's efficiency and productivity metrics; improving program and service quality by devising new processes; updating procedures and evaluating system results with personnel while maintaining continuity among department and agency with local work teams by documenting and communicating actions, irregularities and continuing needs to achieve departmental goals.

**Minimum Qualifications:** AA or AS degree or other higher education pursuit beyond high school diploma and four (4+) years' experience or six (6) years' experience in an office setting. Two (2) years construction experience, Two (2) year minimum management/supervisory experience. Must have valid Georgia driver's license and the ability to travel in state.

**Preferred Qualifications:** Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess the following:

- Undergraduate degree or Masters' and eight (8) years' experience in an office setting
- Four (4) years Construction background
- Four (4) years Management experience
- Working Knowledge of PeopleSoft
- M/S schedule – construction management software – Prolog, eBuilder, Oracle – and Visio – Adobe Creative Suite

**Competencies:** Take Charge Individual; ability to delegate tasks, suggest and implement changes to improve efficiencies and productivity metrics. Expected to have excellent interpersonal communication skills, both written and verbal, excellent organizational skills, detailed oriented, demonstrates good analytical and mathematical skills, and critical thinking skills. Team player, open to learning new processes, software and construction mythology. Ability to prioritize tasks to make sure that multiple deadlines are met and delegating to administrative staff. Working knowledge of current office practices and software, specifically Microsoft Word, Excel, and PowerPoint.

**Working Conditions:** The work is typically performed in an office environment.

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. GSFIC 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.**

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

