



# GEORGIA

DEPARTMENT OF NATURAL RESOURCES

## VACANCY ANNOUNCEMENT



Coastal Resources  
Division



Environmental Protection  
Division



Historic Preservation  
Division



Law Enforcement  
Division



Parks, Recreation and  
Historic Sites  
Division



Wildlife Resources  
Division

GEORGIA DEPARTMENT of NATURAL RESOURCES  
Office of Human Resources

404.656.7560

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

VACANCY ANNOUNCEMENT #34-2016

APPLICATION DEADLINE DATE: **August 30, 2016**

## 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 and/or resumes` 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. Please do not submit your application/resume` to the address listed on the front of this announcement.
- Applicants must submit one application/resume 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 <http://www.gadnr.org/careers>.
- If submitting a resume`, please attach this with the 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](http://www.naces.org/members.htm)) or the Association of International Credentials Evaluators ([www.aice-eval.org](http://www.aice-eval.org)).
- 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.
- 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.
- 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**  
**Environmental Protection Division**  
**Historic Preservation Division**  
**Law Enforcement 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.GADNRL.org](http://www.GADNRL.org)  
[www.GAStateParks.org](http://www.GAStateParks.org)  
[www.GeorgiaWildlife.org](http://www.GeorgiaWildlife.org)

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

## Communications Specialist 1/2/3

<b>LOCATION</b>	<b>Water Protection Branch – Fulton County</b>						
<b>DIVISION</b>	<b>Environmental Protection Division</b>						
<b>POSITION #</b>	<b>00101363</b>	<b>JOB CODE</b>	<b>GSP040</b>	<b>PAYGRADE</b>	<b>H</b>	<b>ENTRY SALARY</b>	<b>\$27,248.75</b>
			<b>GSP041</b>		<b>I</b>		<b>\$32,418.30</b>
			<b>GSP042</b>		<b>K</b>		<b>\$39,038.32</b>

Based on education and experience, the selectee will be hired into one of the above mentioned job codes.

### JOB DESCRIPTION

The incumbent in this position is responsible for coordinating Georgia Adopt-A-Stream, Georgia's volunteer water quality monitoring program. The incumbent is responsible for organizing and leading training workshops; developing, updating and distributing outreach materials including water monitoring training manuals and newsletters; marketing and promotion; grant preparation and reporting; maintaining the volunteer water quality monitoring database and program website; conducting water quality data analysis and reports; leading advisory board meetings and our network of statewide trainers and community coordinator meetings and coordinating the annual volunteer conference. The appropriate candidate must possess excellent leadership, communication, writing, organizing and science skills. The position requires fieldwork, lifting moderate to heavy equipment and supplies, canoe and kayak experience, trailering boats, extensive travel throughout Georgia and work in the evenings and on weekends.

### 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.

#### **GSP042 – Communications Specialist 3**

Bachelor's degree in communications or a related field from an accredited college or university

**AND**

Two years of communications or related experience.

**OR**

Five years of communications or related experience.

**OR**

One year of experience required at the lower level Communications Specialist 2 (GSP041) or position equivalent.

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## Communications Specialist 1/2/3 Continued

### **PREFERRED QUALIFICATIONS**

Preference may be given to applicants with:

- Experience developing and coordinating environmental outreach programs similar to Georgia Adopt-A-Stream
- Experience conducting environmental outreach with a diversity of audiences such as local government, the general public, not-for-profit groups, schools and businesses
- Volunteer water quality monitoring experience
- Strong writing, communication and science background

**NOTE:** Applicants that previously applied from DNR Vacancy Announcement # 18-2016 are still being considered and do not need to re-apply.

**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  
Environmental Protection Division  
ATTN: Stacey Jones  
2 MLK Jr. Drive  
Suite 1456, East Tower  
Atlanta, GA 30334  
[JobsAtEPD@dnr.ga.gov](mailto:JobsAtEPD@dnr.ga.gov)