



# CAREER OPPORTUNITY

## GSFIC

# Director of Operations (Administration)

**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:** \$85,000.00 - \$100,000.00  
*Salary commensurate with experience*

**Location:** Atlanta, GA

**Opens:** October 17, 2018

**Closes:** October 23, 2018

**(Must be received by 5 p.m.)**

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

404-463-5664 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: [Director of Operations](#)



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

### Position Overview

**Duties:** Under the direction of the Deputy Director, work with leadership and industry partners to set vision and drive strategic planning that furthers the agency's mission and goals. Responsible for leveraging internal and external relationships to maximize the agency's impact within the architecture, engineering and construction community while strategically moving policy efforts forward. Identifies and recommends process improvements.

**Minimum Qualifications:** Undergraduate degree and ten (10) years relevant work experience in strategic planning, development and relationship building. Experience designing, implementing and benchmarking comprehensive strategic plan. 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:

- Experience with built environment (architecture, construction, and engineering).
- Five (5) years of experience in the business operation processes within the construction and design industries.

**Competencies:** Excellent written and verbal communication skills; knowledge and experience with the design and construction industries; strong analytical mindset with ability to deconstruct processes and policies into clear and actionable strategies and initiatives; demonstrates leadership and takes initiative; ability to plan and prioritize work; ability to use Microsoft Office Suite; committed to quality customer service; identifies solutions to complex problems; self-directed and time-line driven; ability to lead senior management in strategic planning efforts.

**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.**

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

