



Space Designer

**** This position is being re-advertised, those who have applied and/or interviewed your resume is still in consideration, no need to re-apply. ****

OUR MISSION... To advise, guide and maximize Georgia's real estate portfolio by applying industry best practices in asset, space and transaction management.

Georgia State Properties Commission (SPC) is responsible for the acquisition and disposition of all State owned real property and all real property interests. Additionally, SPC provides leasing assistance to State entities in the location of State owned or commercially owned space.

Job Information
Job Type: Full-Time
Number of Vacancies: 1
Pay Grade: K
Hiring Salary Range: \$35,000.00 - \$50,000.00
Location: Atlanta, GA
Opens: January 20, 2016
Closes: January 29, 2016
(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

SPC 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: [Space Designer](#)



Website: www.gspc.ga.gov

Position Overview

Duties: Under general supervision, responsible for the preparation of all space layout plans and reviews as-built/design intent drawings for all State Properties Commission managed leased space on behalf of other agencies.

Minimum Qualifications (Agency Specific): Completion of a degree in architecture, interior design (architectural design, space planning) or related field or four (4) years of interior space design and planning.

Preferred Qualifications (Agency Specific): Experience working in State government.

Competencies: Strong written, verbal, and customer service skills; ability to collect and organize information; and ability to plan and prioritize work. Knowledge of current space design practices, state law that regulates space planning design requirements. Working knowledge of office furniture systems. Ability to program a group of projects in a timely manner to ensure projects meet client needs. Ability to read or develop plans and sketches that can be followed by professional trades groups. Must be a team player with initiative and flexibility. Proficient in the use of Microsoft Office, AutoCAD or other standard drawing board software.

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. SPC 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.