



Business Operations Specialist (SP)
Division of Public Health
Epidemiology
Open to current state employees only

Job Description: Assists with development of grant applications, grant proposals, budgets, program plans and related documents for Epidemiology Branch. Reviews grant applications and plans for compliance with program requirements, monitor program budgets and evaluate program progress. Provides leadership for contract solicitation process including development of contracts, RFP's, MOU's and ensures timely submission of applications and reports to appropriate agency. Oversees the performance of duties in the areas of personnel, budget and finance, contracts, policy development or consultation for Branch.

Qualifications

Bachelors degree in business administration or related area AND Four years of experience in the management of the administrative support activities of a business or government activity Note: Related experience may be substituted for education on a year for year basis

Preferred Qualifications

Preference will be give to applicants who, in addition to meeting the above requirements, possess the following:

- Prior administrative experience in DCH budgets and contracts management, RFP process, and/or federal grants process.
- Experience in development of Standard Operating Procedures
- PeopleSoft experience.
- Proficient in Microsoft Word and Excel Experience with accounting for State Government.

Benefits

In addition to a competitive starting salary (\$60,000), the Department of Community Health offers a generous benefits package that includes employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance. For general information about benefits go to: <https://www.careers.ga.gov/careersBenefits.asp>. For information on the retirement plan go to: www.ersga.org.

Note: Current state employees are subject to the statewide plan administration practices. This position is a pay grade 17 on the statewide salary plan.

Area Information This position is located in downtown [Atlanta](#). A sprawling metropolis of over four million people today, metro [Atlanta](#) has the vibrancy of the world's great urban centers combined with the Southern charm of small town centers such as Roswell and Decatur. Here you'll find historic sites from the Civil War through the Civil Rights era, as well as world-class shopping, entertainment, and nightlife.

We're located across from [Underground Atlanta](#). Parking is nearby as well as direct access to [MARTA's](#) rail and bus system. Come to [Georgia's](#) capital city and experience first-hand our historic charm and hospitality.

Applying for this job

Please email your cover letter and resume in **Microsoft Word** format to: willis@dhjobs.com .

To ensure proper routing/handling of your credentials, **copy/paste** or **type** the following as your email subject:

Bus Ops Spec

Candidates for this position may be subject to employment drug testing and criminal background check. This position is subject to closing at anytime once a satisfactory applicant pool has been identified by the hiring authority.