

# Georgia Peace Officer Standards and Training Council

P.O. Box 349

Clarkdale, Georgia 30111-0349



**Ken Vance**  
Executive Director

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## **NOTICE OF EMPLOYMENT OPPORTUNITY**

The Georgia Peace Officer Standards and Training Council will be accepting applications through the close of business on March 15, 2010 for the following position:

**POSITION:** Budget Administrator (Job Code: 40601)

**POSITION TYPE:** Unclassified (Non-Merit)

**SALARY:** Commensurate with Qualifications and Experience

**POST DIVISION:** Executive

**REPORTS-TO:** Executive Director

**LOCATION:** 5000 Austell-Powder Springs Road, Suite 261 Austell, GA 30126

See map and directions at [www.gapost.org](http://www.gapost.org)

### **DUTIES/RESPONSIBILITIES:**

Prepares and maintains the agency budget. Monitors and analyzes expenditures to ensure compliance with established rules and regulations. Monitors overall budget performance and amends budget accordingly. Accounts for revenues and amends them into the Annual Operating Budget. Represents the agency in an official capacity on budgetary and policy matters before the Office of Planning and Budget, House Budget Office, Senate Budget and Evaluation Office, the General Assembly, other review boards, committees, etc. Prepares financial projections and other budget documents. Delivers presentations to POST Council and the POST Finance Committee during scheduled quarterly meetings. Coordinates the preparation and submission of the Agency Strategic Plan. Serves as the Human Resource Manager for the Agency. Coordinates agency purchasing and processes all reimbursement requests. Manages the agency fleet. Assists with overarching agency policy. Conducts special projects at the request of the Council or the Executive Director.

### **MINIMUM QUALIFICATIONS:**

- \* Bachelor's Degree from an accredited college or university in Public Administration, Business, Finance, Accounting, or a Related Field
- \* Two years experience in general management, accounting, or budgeting
- \* Knowledge of the State of Georgia Budgeting process
- \* Substantial analytical skills in problem solving, research, and financial compliance
- \* Working knowledge of Microsoft Office and financial software
- \* Valid Driver's License
- \* Successfully complete a thorough background investigation

**PREFERRED QUALIFICATIONS:**

In addition to the minimum requirements listed above, preference will be given to those applicants with the following -

- \* Prior work experience with OPB, HBO or SBO
- \* Extensive knowledge of budget development and legislative processes
- \* Master's Degree in Public Administration, Business, Finance, Accounting or a Related Field

**Interested Applicants should submit their resume to:** [rgardner@gapost.org](mailto:rgardner@gapost.org) AND [kvance@gapost.org](mailto:kvance@gapost.org)

**\*When submitting your resume, be sure to include a daytime phone number and your e-mail address\***

**Only candidates chosen for an interview will be contacted.**

**Due to the anticipated volume of interested applicants, we will be unable to accept telephone inquiries concerning this employment opportunity.**

**ABOUT POST**

It is the mission of the Georgia Peace Officer Standards and Training Council (P.O.S.T.) to provide the citizens of Georgia with qualified, professionally trained, ethical and competent peace officers and criminal justice professionals.

The Georgia P.O.S.T. Council administers the regulatory process, sets the standards for training and certification, and provides essential technical assistance to the law enforcement community.

The Georgia P.O.S.T. Council provides the highest degree of excellence in public safety service and eliminates unqualified individuals from the law enforcement profession.

The Georgia Peace Officer Standards and Training Council (POST) was established in 1970 by the Georgia General Assembly as a regulatory body. The composition of the Council, its power, and function is established in Title 35 Chapter 8 of the Official Code of Georgia, Annotated. The Council is responsible for the certification and regulation of Georgia's peace officers and other various public safety personnel. Additionally, POST is responsible for establishing the minimum training standards and curriculum of the personnel certified by the agency.

The POST Council consists of nineteen (19) voting members and a number of advisory members and meets quarterly. Members of the Council are appointed from state, county and local law enforcement agencies, professional associations, and from the peace officer population. The Council members serve the peace officers and citizens of this state without compensation.