



GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

Job Vacancy Announcement # 24-05029

Open to All Qualified Applicants

Open Only to Current GPSTC Employees

POSTED: 05/07/2024

DEADLINE: 05/31/2024

(The application period may close earlier if a satisfactory applicant pool is reached before the posted deadline.)

JOB TITLE: **Manager, Public Safety Training – (Resilience / Instructional Svcs)** Full-Time Part-Time

Salary (7/1/2024): \$74,271.02 annually (\$6,189 / month)

To Apply: Submit required application and supplemental documents to Human Resources – GPSTC; 1000 Indian Springs Drive; Forsyth, Georgia 31029, or email application packet to employment@gpstc.org OR fax to (478) 993-4229 no later than 5:00 p.m. of the deadline date. Contact (478) 993-4411 with any questions.

Application Requirements:

- State of Georgia Application for Employment (completed & signed)
- Copy of P.O.S.T. Officer Profile Report reflecting certifications, employment & training record
- Resume (Provide summary description of duties performed during present/past jobs.)
- Copy of DD214 (as applicable)

Initial screening: Submitted application & documents will be reviewed to determine those applicants selected for interview appointment.

Link to Job Application: www.gpstc.org/careers

GPSTC is an Equal Opportunity Employer.

Description of Duties & Responsibilities: Under limited supervision, manages statewide public safety training operations and programs for a training section. Supervises professional staff in the development, review, and revision of training programs. Maintains all necessary accreditation for training programs. Oversees statewide training standards and requirements. Develops, administers, and monitors training budget. Coordinates training activities with department mission and operational requirements. Demonstrates teamwork and a high degree of customer service.

Position Requirements: Excellent communication, presentation, interpersonal, and leadership skills. Strong organizational and time-management abilities. Proficient in adult learning principles and instructional design. Knowledge of various management styles and theories. Skill in using Microsoft Office Suite, Google Workspace, and other technology. Occasional travel for off-site and overnight training to include other GPSTC locations may be required.

Minimum Qualifications: High school diploma or GED AND Five years of experience, Two years of which is at the supervisory or project leader level in planning, developing, implementing, and delivering P.O.S.T. certified (and/or Military Level) training and assisting with establishing program goals and objectives. Currently have a good standing status with Georgia Peace Officer Standards & Training and/or Georgia Fire Standards & Training.

Preferred Qualifications: Preference may be given to those applicants who, in addition to meeting the minimum training and experience requirements possess the certification of the Georgia POST Master Resiliency Instructor and possess 5 years of supervisory experience with any employer including responsibility for supervising day-to-day operations to include evaluating, motivating, and mentoring assigned staff.

Required Certifications: Must currently hold Georgia P.O.S.T. Instructor Certification as a General or Level 2 Instructor.

Other Remarks: Selected candidate subject to criminal records background and drug screening clearance.