



GA Public Safety Training Center

1000 Indian Springs Drive; Forsyth, Georgia 31029

Job Vacancy Announcement # 26-09103

☒ Open to All Qualified Applicants

☐ Open Only to Current GPSTC Employees

POSTED: 09/16/2026

DEADLINE: 10/09/2026

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

JOB TITLE: **Web & Data Administrator (Technology Services Section)**

Annual Salary: \$41,569 - \$45,000 (\$3,464 - \$3,750)

☒ Full-Time ☐ Part-Time

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:

Internal Candidates:

- “Application for Another Position” form.
- Copy of college degree, transcript, or other document confirming completion or enrollment status.
- Resume (Provide summary description of duties performed in past/current employment).

External Candidates:

- State of Georgia Application for Employment (completed & signed).
- Resume (summary of duties performed in current/past employment.)
- Copy of college degree, transcript, or other document confirming completion or enrollment status.
- 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, the Web and Data Administrator position provides Tier 2 application help desk support for all applications developed and hosted by GPSTC. Develops website content and maintains website software. Tests application functionality and makes recommendations for remediation. Monitors applications across the enterprise to ensure reliability, security, and operational integration. Compiles data into various reports.

Minimum Qualifications: Bachelor’s degree in a related field from an accredited college or university AND one (1) year of related experience OR Associate’s/Vocational/Technical degree in a related field from an accredited college or university AND three (3) years of related experience. Relevant college coursework may substitute for on the job experience.

Preferred Qualifications: Preference may be given to those applicants who, in addition to meeting the minimum training and experience requirements, possess one or more of the following:

- Bachelor’s degree in information technology or related field.
- Good understanding of application development technologies and methodologies.
- Experience providing technical help desk support (Tier 1 or higher) to customers.
- Experience in troubleshooting application related issues.
- Experience in data analytics or data science.
- Experience with social media administration and support.
- Ability to manage technical projects from start to finish.
- Ability to communicate with customers on a professional basis level.

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