

### OUR MISSION...*Building Georgia's future by providing financial and construction management with the highest level of customer service, integrity, fairness and efficiency.*

The Georgia State Financing and Investment Commission (GSFIC) is responsible for the issuance and oversight of all public debt by the State, performs all services relating to the issuance, investment, and accounting of proceeds from general obligation debt, and acquires and assists in the construction of projects for state agencies and authorities financed through such debt.

#### Job Information

**Job Type:** Full-Time

**Number of Vacancies:** 1

**Hiring Salary:**

Salary Commensurate with Experience

**Location:** Atlanta, GA

**Opens:** July 29, 2021

**Closes:** Open Until Filled

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**

Applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

#### TO APPLY:

Email **resume** in Microsoft Word or PDF format to [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov) with the following in the subject line of your email:

**Contracts Administrator**



Our goal is to be a diverse workforce that is representative of the citizens we serve. GSFIC does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. GSFIC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

## Contracts Administrator (Contracts)

#### Position Overview

**Job Summary:** Under general supervision, the Contracts Administrator directs the administration of contract documents for the Commission. The primary focus of this position is on the procurement of professional and construction services associated with the various disciplines of vertical construction for GSFIC administered projects. This position serves as the subject matter expert as it relates to Georgia State and Financing Investment Commission (GSFIC) contracts and has direct involvement in the competitive selection processes for construction. The Contracts Administrator also performs other job-related duties as assigned.

**Minimum Qualifications:** An undergraduate degree from an accredited college or university **AND** two (2) years of practical experience with purchasing and contracting for a public or private sector entity; **OR** Relevant experience with construction industry procurement/contracting. NOTE: Must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver.

**Preferred Qualifications:** Preference will be given to applications who, in addition to meeting the minimum qualifications, possess the following:

- Working knowledge of the various disciplines of construction and project delivery methods such as Design-Bid-Build, Construction Management at Risk, and Design-Build.
- Experience with procurement of architectural and construction services utilizing alternative selection processes such as Qualifications Based Selections.
- Experience with contract development.
- Working knowledge of services and fees generally associated with the architectural and construction industry and experience with construction contract fee negotiation.
- Certification by an accepted governmental procurement/contracting association (GA DOAS, NASPO, NIGP, NAPM, etc., or other similar professional association or society).

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**

The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

Due to the large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone.

Notifications will only be sent to applicants who are selected to interview.

Please visit our website at [www.gsfic.ga.gov](http://www.gsfic.ga.gov) for additional GSFIC career opportunities.