



Georgia Department of Economic Development
Position Announcement

Title:	Operations Manager	Entry Salary:	\$50k - \$60k, commensurate with experience
Division:	Tourism	Location:	Atlanta
Duties and Responsibilities:	<p>The Georgia Department of Economic Development (GDEcD) is the state's sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry and small businesses, addressing macro level workforce issues, locating new markets for Georgia products, attracting tourists to Georgia, and promoting the state as a destination for arts events and location for film, music and digital entertainment projects, as well as planning and mobilizing state resources for economic development.</p> <p>The Tourism Division consists of six programs and functions: Industry and Partner Relations, focusing on partner engagement and satisfaction; Visitor Services, which includes Georgia's 11 Visitor Information Centers and the Regional Visitor Information Center program; Global Market Development, overseeing targeted domestic and international marketing efforts to the travel trade; Tourism Product Development, providing guidance to communities across the state to expand, enhance and improve the quality and quantity of experiences available to visitors; Brand & Content Studio, which, in collaboration with the Marketing and Communications Division, oversees branding, messaging and content within the division to ensure consistent message delivery across all platforms; and Research and Administration, which supports all programs within the division.</p> <p>The Operations Manager serves as a liaison with the Administration Division and is responsible for managing administrative operations for the Tourism division, including: budget monitoring, maintenance and monthly reconciliation; managing procurement, vendors and contracts; overseeing travel and employee reimbursement; and foundation operations. The role also includes ensuring compliance with policies and procedures, and ensuring that team members understand administrative requirements.</p>		
Minimum Qualifications:	<ul style="list-style-type: none"> • Bachelor's degree in business administration or a closely related field from an accredited college or university AND three (3) years of professional level experience in business administration or operations management , one year of which was in a supervisory or lead worker role. • Understanding of state financial systems and regulations (including travel, timesheets, p-card, etc.) • Experience managing budgets • Knowledge of procurement procedures and requirements • Experience with contract administration 		

Preferred Qualifications:	<ul style="list-style-type: none"> • Experience with State of Georgia financial systems • Strong knowledge of state financial procedures and regulations • Experience managing multiple budgets • Grant management experience. 		
Travel Required?	Some, primarily in state	Nights, Weekends Required?	As needed
Deadline:	Open Until Filled. Apply early; candidates who apply earlier have a better chance of being selected for interview. Positions will be offered as soon as suitable candidates are identified.		

Application Instructions: To apply for this position, *you must submit your resumé and cover letter (PDF format preferred) via the link on our careers page at <https://www.georgia.org/about-us/career-job-search>*. If you do not have internet access or require an accommodation because of a disability, please contact GDEcD Human Resources at 404-962-4000 or email jobs@georgia.org.

Additional Information for Applicants: *All qualified candidates will be considered but may not receive an interview. Preference will be given to applicants who meet both the minimum and preferred qualifications. Internal applicants may be considered prior to other applicants. Information on publicly posted social media accounts may be reviewed as part of the screening process. Applicants who are not selected for interviews will not receive notification.*

Applicants selected for hire will be subject to a background check, including a criminal history record check. Depending on the position, the background check may include education verification, credit check, and driving record. Additionally, male applicants between 18 and 26 years of age must present proof of Selective Service Registration if hired.

Please note, if travel is required, the selected candidate will be required to pay travel expenses (hotel, meals, etc.) up front and will be reimbursed within one week of expense statement approval.

GDEcD is an Equal Opportunity Employer