



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	COMMUNICATIONS SPEC 2 (EDUCATION/OUTREACH COORDINATOR)
POSITION NUMBER:	00052923
LOCATION:	FARM SAFETY PROGRAM – ATLANTA OR TIFTON
POSTING DATE:	NOVEMBER 3, 2016
APPLICATION DEADLINE:	NOVEMBER 17, 2016
WHO MAY APPLY:	ALL QUALIFIED CANDIDATES
PAY GRADE:	I
JOB CODE:	GSP041
ENTRY SALARY:	\$36,268 per year

We at the Georgia Department of Agriculture (GDA) take our responsibilities to you very seriously and are committed to protecting and promoting Georgia's agriculture through superior service and leadership. The mission of the GDA is to protect consumers, promote agriculture, both locally and globally, and assist our customers using education, technology and a professional workforce. The vision of the GDA is to continue to be a globally recognized leader in agricultural excellence through a commitment to safety, quality, growth and innovation.

THIS POSITION IS 100% GRANT FUNDED WITH THE GRANT COMPLETION DATE BEING AUGUST 31, 2021, AND IS SUBJECT TO THE AVAILABILITY OF FUNDS AND SATISFACTORY PROGRESS OF THE PROJECT.

DESCRIPTION OF DUTIES:

Under broad supervision, plans, develops and implements a communications or outreach program and/or public relations plan for the Farm Safety Program. Assists in the managing of projects/campaigns and program plans for social or community outreach. Develops communication materials and presentations.

Provides education, opportunities and assistance to farmers and performs assessments to determine level of assistance regarding the Food Safety Modernization Act (FSMA). Partners with other departments, divisions, outside agencies, and vendors to address business related issues. Exercises various degrees of latitude and independent judgment. May administer or provide high level support for various projects, grants, contracts, implementation of procedures, and/or any specialized functions.

Responsibilities include creating, scheduling, organizing, and promoting outreach activities and events to educate the produce industry about FSMA and state laws and regulations. The Education/Outreach Coordinator will create and maintain training/operating manuals for inspectors and collect/maintain training certificates and scheduling training for staff. Other duties as assigned.

MINIMUM QUALIFICATIONS: Bachelor's degree in communications or a related field from an accredited college or university and one year of communications or related experience; or four years of communications or related experience; or one year at the lower level (GSP040) or position equivalent.

NOTE: If you are applying for this position based on the college credit, please submit a copy of your college transcript with your application. This will help determine if you meet the qualifications for this position based on education. Failure to submit a transcript may result in not being eligible for this specific position if qualifying based on education.

PREFERRED QUALIFICATIONS: Preference will be given to applicants, who, *in addition* to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:

- Knowledge of Food Safety state and federal laws, rules, and regulations.
- Familiar with the Food Safety Modernization Act (FSMA)
- Working knowledge of Windows computer operating system and applications.

NOTE: THE GEORGIA DEPARTMENT OF AGRICULTURE CONDUCTS BACKGROUND CHECKS ON ALL FINAL CANDIDATES.

HOW TO APPLY: WE ACCEPT STATE APPLICATIONS BY ANY TRANSMISSION LISTED BELOW. RESUMES MAY BE SUBMITTED IN ADDITION TO THE STATE APPLICATION.

- Mail a completed State of Georgia application to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334; or
- Fax a completed State of Georgia application to (404) 463-8196; or
- Via Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to GDAPersonnel@agr.georgia.gov.

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

The GDA is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law. All qualified applicants will be considered, but may not necessarily receive an interview. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided. Selected applicants will be contacted for next steps in the interview process. Applicants who are not selected will not receive notification. This position is subject to close at any time once a satisfactory applicant pool has been identified.

IF YOU NEED AN ACCOMMODATION, PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.