

How to apply for the FEMA Historic Site Administrator Position



DISCLAIMER: This PowerPoint is intended to provide a guide to help candidates apply for the FEMA Historic Site Administrator. The state of Georgia requires candidates to use [EmployGeorgia.com](https://employgeorgia.com). This PowerPoint is *not* intended to supplant any guidance or instruction that [EmployGeorgia.com](https://employgeorgia.com) has provided on how to use its site.



FEMA

Requirements for Position

- Must have a George address to apply for this position
- Must be able to pass a public trust background investigation
- Must be at least 18 years of age
- Must have at minimum a 4-year degree in Historic Preservation (or equivalent field); or have 4 years of experience.
- Must be proficient in Microsoft Office and Google Earth
- Must have ability to work independently and in stressful environments
- See position description for further details.



How to apply

Georgia Department of Labor Career Centers

Georgia DOL EMPLOY GEORGIA
DEPARTMENT OF LABOR

Your Career:
Research a program of study and explore next steps in your career based on successful transitions made by others.

CAREER

GA Jobs Available: 117,092 **GA Added Yesterday: 1,668**

Job Seekers
Sign in or Create an Account

Create an account and résumé to take full advantage of Employ Georgia Focus/Career-Explorer and to manage your job search in one location. Employ Georgia allows you to:

- Create or upload up to 5 résumés
- View automatic job matches to your résumé
- Search job postings and save your searches
- Receive email alerts matching your saved searches
- Research careers, employers, and training

[Learn more...](#)

Employers
Sign in or Create an Account

Create an account and take advantage of the recruitment tools available to manage your talent search all in one place and at no cost. Employ Georgia allows you to:

- Post job openings
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- Invite potential candidates to apply

[Learn more...](#)

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Terms and Conditions
[Job Seeker](#) [Employer](#)

Select Language Powered by [Google Translate](#)

The Georgia Department of Labor is an [Equal Opportunity Employer/Program](#).

Follow link to:

www.employgeorgia.com



FEMA

http://www.employgeorgia.com/ | Employ Georgia

Georgia **DOL** DEPARTMENT OF LABOR | **EMPLOY GEORGIA**

Georgia Department of Labor | Career Centers

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Click on Job Seekers



If this is your first time applying to EmployGeorgia.com, click Register for an account.

If you have already registered and have a username and password, Log in (and skip to slide 10).

The screenshot shows the Employ Georgia Job Seekers website. At the top left is the logo for Georgia DOL DEPARTMENT OF LABOR and EMPLOY GEORGIA Job Seekers. At the top right are links for 'A A A Translate', 'Sign in', and 'Register'. Below the logo is a navigation bar with 'home', 'job search', and 'explore careers & education'. A search bar with 'find a job' and a 'Go »' button is on the right. The main content area shows 'New matches for your saved searches' with a 'HIDE' button and a 'Create, edit or upload a resume' button. Below this, it says 'No results found'. There are sections for 'Jobs for which you' and 'Jobs you've recent'. A large yellow overlay is centered on the page, containing the following text and elements:

- Your Job Search Starts With Your Resume**
- The first step toward a job is your resume. Most employers want to see your resume before they'll even consider you for the job. Your resume is a great way to start planning and collecting the necessary information for a successful job search.
- That's why Employ Georgia/Career starts by helping you build a complete, detailed resume that includes your skills and experience. If you've already written your resume, you can upload or paste it into Employ Georgia/Career . We'll help you improve it!
- Think of your resume as a work in progress - you can

The overlay also features three main sections:

- Log in**: Includes a 'Username' field, a 'Password' field, a 'Sign in »' button, and a 'Forgot your password' link.
- Register for an account**: Includes a right-pointing arrow and the text: 'Registering only takes two steps, and allows you to create or upload a resume and see all job postings, including ones recommended for you based on your skills and expertise.'
- Explore options without registering**: Includes a right-pointing arrow and the text: 'You may research careers, employers, and programs of study without registering, but you will not be able to permanently store a resume to see personalized career options.'

At the bottom right of the page, there is a 'My bookmarks' section.

Georgia DOL EMPLOY GEORGIA Job Seekers DEPARTMENT OF LABOR

A A A Translate
Sign in | Register

home job search explore careers & education

find a job Go »

New matches for
No results found

Jobs for which you
Show Last 7 days

Jobs for which you
Jobs you've recently
Start your job search now

Register for an account

STEP 1 OF 2

[Sign in](#) | [Explore options without registering](#)

* required fields

Email address *

Re-enter email address *

Password *

Re-enter password *

Social Security Number (SSN) - -

Re-enter SSN - -

Security question *

[Next](#)

*The email address you provide will be used as your account username.
No email account? Use a free service:
[AOLMail](#), [Gmail](#), [Windows Live](#), [Yahoo!](#)*

*6-20 characters; must include at least one number;
must not contain spaces; password is case-sensitive.*

Your SSN will be stored securely. The SSN is used only to match your account to existing accounts and consolidate your records, when appropriate. This may include previous accounts for case-management, Unemployment Insurance, etc.

[Terms and Conditions - Job Seekers](#) [Privacy](#) [Help](#) [Contact Us](#)

Fill out the required information and then click Next

The screenshot shows the Georgia DOL EMPLOY GEORGIA Job Seekers website. At the top, there is a navigation bar with the logo and text "Georgia DOL EMPLOY GEORGIA Job Seekers". On the right side of the top bar, there are links for "A A A Translate", "Sign in", and "Register". Below the top bar is a secondary navigation bar with buttons for "home", "job search", and "explore careers & education". A search bar with the text "find a job" and a "Go »" button is located on the right side. The main content area is partially obscured by a modal window titled "Agreement" for "Job Seekers". The modal contains the following text:

Agreement [Sign in](#) | [Explore options without registering](#)

Job Seekers

Section 1: Terms of Use

General: The purpose, role, and scope of EmployGeorgia.com is limited to a preliminary and broad matching of job seekers to potential employers, based on location, desired salary, and other legitimate criteria. EmployGeorgia.com is a free public service offered to employers and job seekers by the [Georgia Department of Labor](#) (GDOL).

Acceptance of Terms: Please read the following information carefully as it contains the terms and conditions governing your access to and use of EmployGeorgia.com. If you do not accept and comply with these Terms and Conditions (hereinafter "Terms"), you may be prohibited from using EmployGeorgia.com by the GDOL (hereinafter "Operator" or "OPERATOR").

EmployGeorgia.com (hereinafter "Site" or "SITE") provides its service to you subject to the following Terms. These

At the bottom of the modal, there are two buttons: "Cancel" and "I agree to these terms". The "I agree to these terms" button is circled in red.

My bookmarks

Click on I agree to these terms, if you agree to the terms.

! Your customer account ID is [redacted]
There is no SSN currently attached to your account

find a job **Go »**

New matches for your saved searches

HIDE

No results found

Jobs for which you've been encouraged to apply

HIDE

Show **Last 7 days** ▼

There are no jobs for which you've been encouraged to apply in the last 7 days

Jobs for which you have referral activity

HIDE

No referrals found

Jobs you've recently viewed

HIDE

[Start your job search now](#)

 **Create or upload a resume**

 **Search for jobs**

 **Explore my career options**

 **Research a specific program of study, career or employer**

 **See what I can study to get ahead**

 **See where my experience can take me**

My resumes

[Create or upload a resume](#) best bet for best matches

You can search for jobs without a resume, but results are limited.

My bookmarks

Click on the 'bookmark' link to save it here.

You are now registered.

You may want to take a moment to Create or Upload your resume.

If you decide to upload your resume you will likely have to answer additional questions about each position. The website will prompt you for this additional information.

Once you have created or uploaded your resume.

In the upper left, click on the job search tab

Type FEMA into the search box.

Select the radius based on your Zip Code.

The click Go

The screenshot shows the FEMA job search interface. At the top, there is a navigation bar with three tabs: "home", "job search", and "explore careers & education". The "job search" tab is highlighted with a red circle. Below the navigation bar, there are links for "YOUR RESUME" and "SEARCH JOBS". The main heading is "Search job postings". Below this, there is a search form with several fields and options:

- A search input field containing "search for these words" is circled in red.
- A dropdown menu for location is set to "Anywhere".
- A radio button is selected for "Search within this area".
- A dropdown menu for radius is set to "- select radius -" and is circled in red.
- A "ZIP Code" input field is present.
- Options for "Include all words" (selected) and "Include any words" are available.
- A checkbox for "Only show in-state jobs" is present.
- Dropdown menus for "state" and "city" are available.
- A "Job ID" input field is present.
- A "Go" button is circled in red in the top right corner.

Below the search form, there is a grid of filter categories, each with a plus sign and a question mark icon:

- JOB MATCHING
- WORK AVAILABILITY
- POSTING DATE
- OCCUPATION AND INDUSTRY
- EDUCATION LEVEL
- EMERGING/HIGH-GROWTH SECTORS
- SALARY LEVEL
- PHYSICAL ABILITIES
- INTERNSHIPS
- TARGET/EXCLUDE BY JOB TYPE
- LANGUAGES

You will see a list of JOB TITLES with FEMA as the EMPLOYER.

Search the list for Historic Site Administrator.

Note that the position is available in more than one location.

Click on Historic Site Administrator of the desired location to apply.

JOB TITLE	EMPLOYER	JOB LOCATION	DATE	RATING	YRS OF EXPERIENCE	MORE LIKE THIS	HIDE THIS JOB	AM I A MATCH?
Congressional Affairs Specialist 🔥	FEMA (Federal Emergency Management Agency Region IV)	Warner Robins, Georgia	Oct 11, 2017	☆☆☆☆☆	2 yrs			
GIS Analyst 🔥	Atkins North America	Atlanta, Georgia	Oct 09, 2017	☆☆☆☆☆				
Media Relations Specialist 🔥	FEMA (Federal Emergency Management Agency Region IV)	Warner Robins, Georgia	Oct 07, 2017	☆☆☆☆☆	3 yrs			
Public Assistant Site Inspector 🔥	FEMA (Federal Emergency Management Agency Region IV)	Atlanta, Georgia	Oct 06, 2017	☆☆☆☆☆	1 yr			
Historic Site Administrator 🔥	FEMA (Federal Emergency Management Agency Region IV)	Warner Robins, Georgia	Oct 05, 2017	☆☆☆☆☆	4 yrs			
Historic Site Administrator 🔥	FEMA (Federal Emergency Management Agency Region IV)	Atlanta, Georgia	Oct 05, 2017	☆☆☆☆☆	4 yrs			
Human Resources Assistant (HR Assistant) 🔥	FEMA (Federal Emergency Management Agency Region IV)	Warner Robins, Georgia	Oct 05, 2017	☆☆☆☆☆	2 yrs			
Disclosure Desk 🔥	Quest Financial (Staffing Agency)	Atlanta, GA	Oct 05, 2017	☆☆☆☆☆				
Environmental Consultant 🔥	FEMA (Federal Emergency Management Agency Region IV)	Warner Robins, Georgia	Oct 04, 2017	☆☆☆☆☆				

Review the position description

And then click How to apply for this job to apply for this position.

The website will prompt you to create or upload your resume if you haven't already done so.

Follow the remaining steps to complete the application process.

[YOUR RESUME](#) | [SEARCH JOBS](#)

[« Job results](#)

Historic Site Administrator

Posting ID 1676031075 (Job ID 1676031065)

[How to apply for this job »](#)

[Am I a good match?](#) | [Find more jobs like this](#) | [Do not display this job again](#)

[BOOKMARK THIS INFO](#)  

This job has been viewed 20 times

Historic Site Administrator

FEMA (Federal Emergency Management Agency Region IV)
935 East Confederate Avenue, SE, Atlanta, Fulton, Georgia (30316)
Number of openings: 6
Application closing date: 11/2/2017

Working days vary between weekdays and weekends
Normal work shifts: Varies
Hourly "Non-exempt" position

About FEMA (Federal Emergency Management Agency Region IV)

FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards. The Federal Emergency Management Agency (FEMA) of the Department of Homeland Security is seeking a limited number of applicants for TEMPORARY jobs in multiple locations in GA. Seasonal - Not to exceed 120 days with possibility of extension. Local hire appointment does not entitle you to Federal Civilian status. Salaries are comparable to local prevailing wages.

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JOB DUTIES:

The Historic Preservation Specialist will be responsible for conducting Historic Preservation compliance reviews. Understanding of NEPA and NHDA is a plus. Knowledge of