

# **REQUEST FOR APPLICATIONS**

## **Marine Patrol Manager Contract Worker Position**

**RFx No.: 3140000677**

**Smart Number: 1450-17-R-RFQI-0004**



**ENHANCE ★ PROTECT ★ CONSERVE**

Mississippi Department of Marine Resources  
1141 Bayview Avenue  
Biloxi, Mississippi 39530

Contact: Erin Gallagher - [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

## **Introduction**

The Department of Marine Resources (MDMR) is currently seeking one contract worker for the Office of Marine Patrol.

The MDMR manages all marine life, public trust wetlands, adjacent uplands, and waterfront areas to provide for the balanced commercial, recreational, educational, and economic uses of these resources consistent with environmental concerns and social changes.

## **Scope of Work/Job Duties**

- The contract worker will assist the Chief of Marine Patrol in a managerial position;
- Provide procedures to structure Marine Patrol Department for processing problematic and difficult employees as well as a reward system for exceptional employees;
- Provide a comprehensive policies and procedures manual for the Office of Marine Patrol;
- Prepare recommendations to improve efficiency, maximize agency effectiveness, strengthen public transparency and ensure operational integrity;
- Responsible for a compensation analysis of the organizational structure as well as performing other related activities regarding organization and operational assessments;
- Represent the agency at meetings with members of the Legislature, special interest groups, state, regional and national entities who may have programmatic impact on agency programs;
- Direct budgeting and accounting activities as well as developing budget requests;
- Provide leadership in developing new and innovative programmatic initiatives as well as all aspects of Marine Patrol administration;
- Additional duties include, but are not limited to:
  - Responsible for empowering division directors and other personnel in the management and administration of their respective programmatic areas; participate in the strategic planning for the Office of Marine Patrol; as well as plan, direct and coordinate the Performance Development System; and
- Other duties as assigned by the Chief of Marine Patrol.

## **Minimum Qualifications**

The minimum qualifications which the MDMR is seeking for these position include:

- **Education:** Bachelor' Degree from an accredited four year college or university; and,

- **Experience:** Fifteen (15) years of law enforcement experience; served as a command staff member for law enforcement; must have experience with handling internal disciplinary problems involving employees; experience managing multiple, concurrent projects; and, conducted internal audits.
- **Skills:** Ability to use Microsoft Excel, Outlook, PowerPoint and Word.
- **Substitution Statement:** Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); twenty (20) years of law enforcement experience; and, a graduate of the Federal Bureau of Investigation (FBI) National Academy or the Southern Police Institute (SPI).
- **Other:** Possess skills in conflict resolution; problem solving; analytical and critical thinking; strong communication skills both written and verbal; and, possess a strong ability for strategic planning. Must possess a valid Mississippi driver's license or driver's license from another state (Mississippi residents must have a Mississippi driver's license). MDMR will verify the driver's license.

## **Compensation and Hours Worked**

This position pays \$45.00 per hour, with an expected 20 hours per week. MDMR will withhold FICA/Medicare, and federal and state withholding taxes. MDMR will pay the required employer contribution for FICA/Medicare, as well as the required PERS contribution if the contract worker is a PERS retiree.

## **Instructions for Applying**

- Complete and **sign** the attached Application (all requested information must be completed).
- Attach your resume describing your education and prior work history, including relevant work experience.
- Attach a list of at least three references (name and current contact information). References familiar with your job performance skills are preferable. If MDMR is unable to contact your references based upon the contact information you provide, your application may be rejected.

You may submit your application packet (all of the above) in one of three ways:

- Via email to [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov);
- Via U.S. mail, postage prepaid, to:
  - Erin Gallagher, Director of Procurement, Mississippi Department of Marine Resources, 1141 Bayview Avenue, 6<sup>th</sup> Floor, Biloxi, MS 39530; or,
- Via hand delivery to Erin Gallagher at the above address.

The **deadline** for receiving applications is **August 8, 2016 at 2:00 p.m.** Late applications will not be accepted.

You may be required to interview in person at MDMR in Biloxi, Mississippi, or by telephone.

### **Questions/Requests for Clarification**

All questions and requests for clarification must be submitted by email to:

**Erin Gallagher, Director of Procurement**  
[procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

The MDMR will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the contact person.

### **Equal Opportunity Statement**

MDMR will select the vendor for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.