RECRUITMENT NOTICE

STATE OF MISSISSIPPI

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES
1141 Bayview Avenue
Biloxi, MS  39530
(228) 374-5000

February 13, 2019

The Mississippi Department of Marine Resources is recruiting for the job title described below. ALL applications for this position must be filled out online at the Mississippi State Personnel Board’s Career Center located at www.mspb.ms.gov under the Job Seekers tab. Please enter the job title as it appears below in the State Job Title section. Resumes are not a substitution for completing a job application. The Mississippi Department of Marine Resources does not have the authority to fill this position above the below listed annual starting salary.

STATE JOB TITLE: Projects Officer III, Special

ANNUAL STARTING SALARY: $30,292.35

OFFICE: Office of Coastal Resource Management

LOCATION: Harrison County/Biloxi, Mississippi

RECRUITMENT DATES: February 13 – February 27, 2019

ESSENTIAL FUNCTIONS: This is professional, administrative work with responsibility for planning and directing specific programs of the Coastal Resource Management Office. The work includes developing, planning, and directing projects of special significance to the Bureaus and associated programs within the Office. Assisting in preparing, negotiating, and administering contracts including grants and interagency agreements associated with the Office projects; contacting other agencies, outside organizations, and the general public associated with such projects; informing and educating the public about project goals and activities; and supervising the collection, maintenance, and publication of data regarding research or project activities. Incumbents work under the general supervision of an administrative superior or agency head. The work is subject to general review through conference, personal inspection and written reports for conformity with established policies, rules and regulations.
EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:
A Master’s Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency;

AND
Experience:
Three (3) years of experience related to the above described duties, two (2) years of which must include line or functional supervision.

OR

Education:
A Bachelor’s Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency;

AND
Experience:
Four (4) years of experience related to the above described duties, two (2) years of which must include line or functional supervision.

OR

Education:
Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

AND
Experience:
Eight (8) years of experience related to the above described duties, two (2) years of which must include line or functional supervision.

Substitution Statement:

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the two (2) years of line or functional supervision.

The complete job description may be found at: www.mspb.ms.gov.

The Mississippi Department of Marine Resources is an equal opportunity employer and will fill positions without regard to race, religion, color, national origin, sex, age, marital status or disability.