



RECRUITMENT NOTICE

STATE OF MISSISSIPPI

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

1141 Bayview Avenue

Biloxi, MS 39530

(228) 374-5000

July 13, 2017

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.

POSITION TITLE:	Lead Contract Analyst
STATE JOB TITLE:	DMR-Marine Administrator I
ANNUAL STARTING SALARY:	\$41,254.98
OFFICE/BUREAU:	Finance and Accounting/Procurement
LOCATION:	Harrison County/Biloxi, Mississippi
RECRUITMENT DATES:	07.13.2017 – 07.28.2017

ESSENTIAL FUNCTIONS: This is technical, administrative, and supervisory work involving the direction and analysis of contract proposals and negotiations, and the review of a wide range of commodity & service items in the Finance and Accounting Office of the Mississippi Department of Marine Resources. Incumbents initiate recommendations and procedures and receive limited supervision from an administrative superior. They review, investigate and negotiate contract and subcontract proposals to ensure compliance of purchasing rules and regulations enforced by the State Contract Review Board. The incumbent initiates bid specification, solicitations, advertisements, and presides at formal bid openings. The candidate will develop and implement tracking systems regarding contracts and adherence to contract deliverables monitoring existing contracts' progress.

KNOWLEDGE, SKILLS, AND ABILITIES: The ideal candidate will have extensive knowledge of the Personal Service Contract Review Board's policies and procedures, as well as knowledge of state purchasing rules and regulations. Extensive contract writing, drafting, proofing and analysis are required. Effective analytical, mathematical and both written and verbal communication skills are essential. The incumbent must possess excellent organizational skills; ability to manage multiple activities simultaneously and prioritize; flexibility and confidentiality on sensitive issues; and thorough knowledge and usage of various computer software packages including Microsoft Office and advanced excel skills. Experience in Systems Applications and Products (SAP), especially MAGIC is preferred.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university;

AND

Experience:

Five (5) years in the special experience defined below, two (2) years of which must have included line or functional administrative or advanced technical supervision.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

Six (6) years in the special experience defined below, two (2) years of which must have included line or functional administrative or advanced technical supervision.

Special Experience:

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the agency in which the position exists. In program areas where special certification is required, the incumbent must be certified and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

Substitution Statement:

Above the Bachelor's Degree related to education and experience may be substituted on an equal basis, except there shall be no substitution for the special experience defined above and two (2) years of line or functional administrative or advanced supervision.

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

Questions to Include:

1. How many years of experience do you have in Procurement?
 - a. Less than 1
 - b. 2-4
 - c. 5-10
 - d. More than 10
2. How many years of experience do you have in Contracts Administration?
 - a. Less than 1
 - b. 2-4
 - c. 5-10
 - d. More than 10
3. What is your knowledge level of Microsoft Word?
 - a. Beginner
 - b. Intermediate
 - c. Advanced
 - d. Expert
4. Do you have experience working in SAP?
 - a. Yes
 - b. No
5. Do you have experience working in MAGIC?
 - a. Yes
 - b. No
6. Are you familiar with the Personal Service Contract Review Board's policies and procedures?
 - a. Yes
 - b. No