



RECRUITMENT NOTICE

STATE OF MISSISSIPPI

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

1141 Bayview Avenue

Biloxi, MS 39530

(228) 374-5000

June 7, 2017

The Mississippi Department of Marine Resources (MDMR) 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 State Position Title as it appears below in the Job Title section. Resumes are not a substitution for completing a job application. The MDMR does not have the authority to fill this position above the below listed annual starting salary.

POSITION TITLE: Property Manager

STATE POSITION TITLE: DMR-Marine Manager I

ANNUAL STARTING SALARY: \$48,962.51

OFFICE: Operations and Property Management

LOCATION: Harrison County/Biloxi, Mississippi

RECRUITMENT DATES: June 7 – June 13, 2017

ESSENTIAL FUNCTIONS: This position will serve as the Property Manager under the Chief of Operations of the Mississippi Department of Marine Resources, and as such will coordinate the acquisition, accountability, assignment, maintenance, and disposal of an extensive property inventory for the agency. The Property Manager coordinates and participates in the establishment and maintenance of property records showing location of equipment, cost, date of acquisition, person having physical custody, and accountability. Supervision is exercised over property officers and other technical staff. The ideal candidate should have advanced Microsoft Office skills, the ability to organize and prioritize tasks, as well as lead the Office of Operations' staff.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

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

AND

Experience:

Seven (7) years in the special experience defined below, three (3) 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:

Eight (8) years in the special experience defined below, three (3) 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.

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.