



RECRUITMENT NOTICE
STATE OF MISSISSIPPI

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

1141 Bayview Avenue

Biloxi, MS 39530

(228) 374-5000

November 1, 2018

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 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.

JOB TITLE: **DMR-Marine Administrator II**

ANNUAL STARTING SALARY: **\$48,962.51**

OFFICE: **Marine Fisheries**

LOCATION: **Biloxi, Mississippi**

RECRUITMENT DATES: **November 1, 2018 – November 16, 2018**

ESSENTIAL FUNCTIONS: This is scientific managerial work serving as the Deputy Director of the Finfish Bureau with responsibility for providing coordination and supervision of a major marine division within the Finfish Bureau of the Mississippi Department of Marine Resources to ensure that the Department fulfills its legislatively mandated mission. This position is multi-faceted and has local, state, regional, and national economic and environmental impact. The incumbent is responsible for the daily planning, execution and assessment of projects during field/office operations for the bureau. The work involves formulating, initiating, directing, controlling and implementing the program through subordinate personnel and requires technical education and/or expertise in the unique program areas assigned. The incumbent recommends substantive program policy in accordance with state and federal regulations and decisions of the Commission on Marine Resources and provides input into significant Department operations. Coordination of the work with other offices, bureaus, and divisions within the Department and with other control authorities and special interest groups is required. Supervision may be exercised over

subordinate technical staff, or the incumbent may functionally supervise a major program initiative. The work is subject to periodic review by the Finfish Bureau Director to whom the incumbent reports.

MINIMUM QUALIFICATIONS:

Education:

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

AND

Experience:

Six (6) 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:

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.

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 three (3) years of line or functional administrative or advanced supervision.

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

NOTE: This is a time-limited position funded with federal funds. Continuation of the position is dependent upon continuation of the federal funds.

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 handicap.