



RECRUITMENT NOTICE

STATE OF MISSISSIPPI

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

1141 Bayview Avenue

Biloxi, MS 39530

(228) 374-5000

October 16, 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.

WORKING TITLE:	Procurement Director
STATE JOB TITLE:	DMR-Marine Manager I
ANNUAL STARTING SALARY:	\$48,962.51
OFFICE/BUREAU:	Finance and Accounting/Procurement
LOCATION:	Harrison County/Biloxi, Mississippi
RECRUITMENT DATES:	10.16.2017 – 10.30.2017

ESSENTIAL FUNCTIONS:

- This is administrative, management, and technical work in which the incumbent serves as Director of the Procurement Department over purchasing and contracts.
- They provide leadership in the development of new and innovative programmatic initiatives and in all aspects of department administration, as well as plan, direct, and coordinate personnel management decisions.
- The incumbent recommends to the Chief Financial Officer substantive program policy in accordance with the state and federal regulations and decisions of the Commission on Marine Resources.
- The procurement director coordinates the work with the procurement staff and other offices, bureaus, divisions within the agency, with other control authorities and special interest groups.
- This person fully understands and coordinates the RFP, RFB, RFQ, RFI, MOA, and MOU processes.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Prior experience in procurement management, supply chain management, purchasing & contracts
- Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), or National Association of Purchasing Managers (NAPM) Certification preferred
- The ideal candidate will have extensive knowledge of the State Contract Review Board's policies and procedures, as well as knowledge of state purchasing rules and regulations.
- Knowledge of sourcing and procurement techniques
- 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
- 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:

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.