



## RECRUITMENT NOTICE

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

**September 24, 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.mspsb.ms.gov](http://www.mspsb.ms.gov) under the Job Seekers tab. Please enter the job title as it appears below in the State Job Title section.

**STATE JOB TITLE:** **DMR-Marine Administrator I**

**POSITION TITLE:** **Grants Administrator**

**ANNUAL STARTING SALARY:** **\$41,254.98**

**OFFICE/BUREAU:** **Finance and Accounting/Grants Management Bureau**

**LOCATION:** **Harrison County/Biloxi, Mississippi**

**RECRUITMENT DATES:** **September 24, 2018 – October 15, 2018**

**ESSENTIAL FUNCTIONS:** This position will serve as part of the Grants Management Bureau team which is responsible for overseeing grant compliance. The candidate will be responsible for reviewing new grant submissions for completeness, consistency with MDMR goals and mission, ability to comply with grants requirements, and will report financial performance of the grant. The position will work with Program Managers to develop financial aspects of grants for submission, monitor performance and report financial activity, and conduct risk assessments and audits of sub-grantees.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The ideal candidate will have extensive knowledge in grants management, understanding of accounting principles and concepts, accounts payable and budgeting, and knowledge of state and federal procurement requirements. The incumbent will coordinate and oversee various processes, grants, schedules, expenditures, and individuals; must enjoy detailed paperwork, accounting and office environment. The ideal candidate will have worked

with Federal agencies and be knowledgeable in their requirements and systems for submission and reporting. 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. Must be able to read, comprehend, interpret and implement Federal and State regulations for grant compliance. Candidate should have experience in writing procedures and processes as well as implementing same. Candidate should be a self-starter, be able to work independently and in a team. Advanced written and verbal communication skills are necessary.

## **EDUCATION & EXPERIENCE 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.