



Mississippi Department of Marine Resources

SOLICITATION:

REQUEST FOR APPLICATIONS

RFA NUMBER:

3140002003

TO PROVIDE:

Grand Bay National Estuarine
Research Reserve Assistant
Contract Worker

ISSUE DATE:

September 10, 2019, 10:00 AM CST

LOCATION:

Mississippi Department of Marine Resources
1141 Bayview Avenue
Biloxi, Mississippi 39530

CONTACT:

Rick Kinnard
(228) 523-4147
procurement@dmr.ms.gov

CLOSING DATE AND TIME:

September 27, 2019, 2:00 PM CST

Introduction

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking a contract worker to assist with revisions of Selected Birds of the Grand Bay National Estuarine Research Reserve and Vicinity (“Bird Guide”) and Selected Plants of Coastal Mississippi & Alabama (“Plant Guide”) and to assist with outreach activities at Grand Bay National Estuarine Research Reserve (“GBNERR”).

The MDMR manages all marine life, public trust wetlands, adjacent uplands, and waterfront areas to provide for the balanced commercial, recreational, educational, and economic uses of these resources consistent with environmental concerns and social changes.

Scope of Work/Job Duties

This position includes, but is not limited to, the following:

- Develop and finalize the next edition of the Plant and Bird Guides developed by the GBNERR;
- Review all existing materials associated with Plant and Bird Guides to determine useable text, layout and image files;
- Develop a structure and data management system to store and organize all old information and new information to be developed so it can be archived with ready access for GBNERR staff;
- Determine all updates and edits needed in both guides, including updated scientific and natural history information, imagery, and additional species (as determined by GBNERR staff);
- Assemble updated information into appropriate software program to layout and design new edition of the Plant and Bird Guides;
- Review and copy edit the entire guide for errors in grammar, spelling, and information accuracy; and, provide a draft copy to GBNERR staff for review and editing, and make all changes appropriate from staff edits;
- Develop a final draft of the Plant and Bird Guides, work with vendor to print proofs, review the proofs with GBNERR staff, correct any errors, and send final information files to vendor for printing; and,
- Perform other duties as assigned.

Minimum Qualifications

The minimum qualifications the MDMR is seeking for this position include:

- **Education:** Must possess or be pursuing a bachelor’s degree from an accredited four-year college or university in graphic art or science field with a minor in art; and,
- **Experience:** Up to two (2) years of experience related to the described job duties.

- **Other:** Must possess a valid driver's license (Mississippi residents must have a Mississippi driver's license). MDMR will verify the driver's license.

Compensation and Hours Worked

This position pays \$13.00 per hour. This is a temporary position but may be extended at the MDMR's discretion. The MDMR reserves the right, in its sole discretion, to increase the hourly rate of pay and/or hours per week worked in the future based upon merit, cost-of-living increases, or increases in job duties.

Instructions for Applying

- Complete and **sign** the attached Application (all requested information must be completed.)
- Attach a resume describing your education and prior work history, including relevant work experience.
- Attach a list of at least three references (name and current contact information). References familiar with your job performance skills are preferable. If MDMR is unable to contact your references based upon the contact information you provide, your application may be rejected. MDMR will conduct background checks for these positions.
- Submit examples of previous work such as photography and other artwork.

You may submit your application packet (all of the above) in one of three ways:

- Via email to procurement@dmr.ms.gov;
- Via U.S. mail, postage prepaid, to:
 - Rick Kinnard, Procurement Director, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Rick Kinnard at the above address.

The **deadline** for receiving applications is **September 27, 2019 at 2:00 p.m.** Late applications will not be accepted.

You may be required to interview in person at MDMR in Biloxi, Mississippi, at the GBNERR, or by telephone.

Questions/Requests for Clarification

All questions and requests for clarification must be submitted by email to: procurement@dmr.ms.gov

The MDMR will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the contact person.

Equal Opportunity Statement

MDMR will select the candidates for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.