



# Mississippi Department of Marine Resources

**SOLICITATION:**

**REQUEST FOR APPLICATIONS**

**RFA NUMBER:**

3140002231

**TO PROVIDE:**

Permitting  
Contract Worker

**ISSUE DATE:**

March 12, 2020, 10:00 AM CST

**LOCATION:**

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

**CONTACT:**

Michelle Williams  
(228) 523-4146  
procurement@dmr.ms.gov

**CLOSING DATE AND TIME:**

March 24, 2020, 10:00 AM CST

## **Introduction**

The Mississippi Department of Marine Resources (MDMR) is currently seeking a contract worker to provide assistance to the Wetlands Permitting Bureau with monitoring, education and outreach activities for the Mississippi Alternative Bulkhead Design Program.

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:

- Serving as a liaison for the Mississippi Alternative Bulkhead Design and Certification Program with MDMR and the University of Southern Mississippi (USM) partners and the public;
- Creating outreach materials and programs based on the results, outputs and outcomes of the monitoring project;
- Assisting in field work (sampling) and laboratory analysis; and,
- Performing other duties as assigned.

## **Minimum Qualifications**

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

- **Education:** Must possess a Bachelors' Degree in education, marine science, or related field from an accredited four-year college or university.
- **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 \$16.00 per hour and is for 40 hours per week. 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.

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

- Via email to [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov);
- Via U.S. mail, postage prepaid, to:
  - Michelle Williams, Senior Contract Analyst, 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 **March 24, 2020 at 10:00 a.m.** Late applications will not be accepted.

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

### **Questions/Requests for Clarification**

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