



## RECRUITMENT NOTICE

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

**September 2, 2020**

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**

**WORKING TITLE:** **Restoration & Resiliency Coordinator**

**ANNUAL STARTING SALARY:** **\$42,492.63**

**OFFICE:** **Office of Restoration and Resiliency**

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

**RECRUITMENT DATES:** **September 2 – September 16, 2020**

**ESSENTIAL FUNCTIONS:**

This position is with Mississippi Department of Marine Resources and is advanced administrative work advancing the goals and objectives of the Office of Restoration and Resiliency. The Incumbent in this classification performs administrative duties that frequently involve exercising independent judgment. The work may include devising new methods; interpreting rules and procedures; and planning, assigning and reviewing the work of technical and clerical employees performing general or specialized activities. The incumbent's work is subject to general review through conferences, post audits, personal inspection, and written reports for conformity to established policies and procedures. The administrator will also perform other duties as assigned. The knowledge, skills, abilities, and responsibilities of this position include, but are not limited to, the following: having an ability to prioritize a wide variety of tasks in an office environment; the ability to manage multiple activities simultaneously; able to appropriately interact with a wide variety of people; possess effective verbal and written communication skills; able to work independently and as a team member; organizational and filing skills; the ability to exercise considerable judgment and discretion; advanced knowledge of Microsoft Office; State and Federal

Grant and Project management experience specifically including programmatic knowledge and experience with coastal resilience and Heritage Program; and an interest or willingness to learn the development and implementation of historical and ecological restoration projects.

**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.