



**RECRUITMENT NOTICE
STATE OF MISSISSIPPI**

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

September 8, 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.mspb.ms.gov under the Job Seekers tab. Please enter the job title as it appears below in the State Job Title section. Resumes are not a substitution for completing a job application. The Mississippi Department of Marine Resources does not have the authority to fill this position above the below listed annual starting salary.

STATE JOB TITLE:	DMR-Biological Program Coordinator
JOB TITLE:	Shellfish Biological Program Coordinator
ANNUAL STARTING SALARY:	\$44,964.56
OFFICE:	Marine Fisheries – Shellfish Bureau
LOCATION:	Harrison County/Biloxi, Mississippi
RECRUITMENT DATES:	09.11.2020 – 09.15.2020

ESSENTIAL FUNCTIONS: This is scientific supervisory work with responsibility for providing coordination and supervision of a major marine or coastal resources program division within the Shellfish Bureau of the Mississippi Department of Marine Resources to ensure that the Department fulfills its legislatively mandated mission. The work includes developing and implementing on bottom and off bottom oyster aquaculture shellfish methods/techniques for harvester/farmers. Interpreting rules and procedures related to harvest and handling of shellfish; planning, assigning and reviewing the work of technical employees performing general or specialized activities. Although the programs may vary from bureau and office, they are multi-faceted and have local, state, regional, and national economic and environmental impact. The work involves formulating, initiating, directing, controlling and implementing Shellfish Resource

Management and Oyster Aquaculture programs through subordinate personnel and requires technical education and/or expertise in the unique program areas assigned. The incumbent recommends substantive program policy in accordance with state and federal regulations and decisions of the Advisory Commission on Marine Resources and provides input into significant Department operations. Coordination of the work with other offices, bureaus, and divisions within the Department and with other control authorities and special interest groups is required. Supervision may be exercised over subordinate technical staff, or the incumbent may functionally supervise a major program initiative. The work is subject to periodic review by a Bureau Director to whom the incumbent reports.

Examples of work performed in this classification include, but are not limited to, the following:

- Performs all functions and exercises full authority necessary in administering the operations of a division of the Department of Marine Resources.
- Plans, directs and coordinates the activities of the division through supervisors and other subordinate personnel;
- or, functionally oversees major program initiatives.
- Makes recommendations to the Bureau Director regarding the annual budget, authorizes expenditures and develops program measures for the Division.
- Makes recommendations to the Bureau Director regarding all actions in the area of human resources management, including training, performance appraisal, recruitment, selection, promotions, terminations and disciplinary actions.
- Actively networks with federal authorities to maximize the Department's ability to secure federal funds in support of its programs.
- Performs related or similar duties as required or assigned.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university;

AND

Experience:

Five (5) years of experience in the special experience defined below, two (2) years of which must have included line or functional administrative technical supervision;

OR

Education:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

Six (6) years of experience in the special experience defined below, two (2) years of which must have included line or functional administrative technical supervision;

Required Document:

Possession of a valid MS Driver's License or Driver's License from a contiguous state. The hiring agency will verify Driver's License.

Special Experience:

Employment must have been in an administrative; professional capacity in the area of work related to the functional responsibility of the office in which the position exists. In cases where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the Department of Marine Resources, the incumbent must be registered and/or possess the necessary scientific or technical education and experience in those areas.

The Mississippi Department of Marine Resources is an equal opportunity employer and will fill positions without regard to race, religion, color, national origin, sex, age, marital status or disability.