



RECRUITMENT NOTICE

STATE OF MISSISSIPPI

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

October 14, 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:	Projects Officer IV, Special
JOB TITLE:	Procurement Specialist
ANNUAL STARTING SALARY:	\$37,261.92
OFFICE:	Office of Finance and Accounting
LOCATION:	Harrison County/Biloxi, Mississippi
RECRUITMENT DATES:	October 14 – October 28, 2020

ESSENTIAL FUNCTIONS:

This is technical and administrative work involving the purchasing of materials, supplies, services and equipment as well as the posting of good receipts for the Mississippi Department of Marine Resources (MDMR). The incumbent will be responsible for the direction and analysis of contract proposals and negotiations, and the review of a wide range of commodity items in the Finance and Accounting Office of the MDMR. Incumbents initiate recommendations and procedures and receive limited supervision from an administrative superior. They review, investigate and negotiate contract and subcontract

proposals to ensure compliance of purchasing rules and regulations enforced by the State Contract Review Board. The incumbent initiates bid specification, solicitations, advertisements, and presides at formal bid openings.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency;

AND

Experience:

Four (4) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency;

AND

Experience:

Five (5) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

AND

Experience:

Nine (9) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

Substitution Statement:

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the three (3) years of line or functional supervision.

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.