RECRUITMENT NOTICE
STATE OF MISSISSIPPI

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

October 27 , 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:	**10.27.2020 – 11.10.2020**

ESSENTIAL FUNCTIONS: **This is scientific supervisory work as Laboratory Director for the Shellfish Sanitation Compliance Program with responsibility for planning, scheduling, and authorizing laboratory operations and implementing, and coordinating laboratory programs within the Shellfish Bureau of the Mississippi Department of Marine Resources (MDMR) to ensure that the Department fulfills its legislatively mandated mission. The position will be responsible for managing all phases of laboratory analysis in compliance with FDA laboratory standards and the Interstate Shellfish Sanitation Conference, National Shellfish Sanitation Program. In addition, the work includes: interpreting rules and procedures related to laboratory analysis of water and tissue, as well as**

procedures related to harvest and handling of shellfish, and planning, assigning and reviewing the work of technical employees performing general or specialized activities.

The incumbent recommends substantive program policy in accordance with state and federal regulations 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 Bureau and Office Directors 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 the Marine Fisheries Laboratory of the MDMR.
- Procures and maintains FDA laboratory certification for the processing of water samples, tissue and other analyses as set forth by FDA laboratory standards to ensure the public safety of a food source.
- Conducts specialized, complex, and routine microbiological and biochemical analysis of water and tissue samples.
- Ensures compliance with state and federal laws, regulations and guidelines while maintaining knowledge of current developments and changes in the field of expertise.
- Maintains quality control and safety programs and ensures all quality assurance requirements are met; including but not limited to: program efficiency, water and tissue sample collection, sample analysis, laboratory equipment, standard operating procedures, and database of results.
- Plans, directs, and coordinates the activities of the laboratory through supervisors and other subordinate personnel and functionally oversees major program initiatives.
- Ensures laboratory operations are within budget guidelines and makes recommendations to the Bureau and Office Directors regarding the annual budget, authorizes expenditures and develops program measures for the Division.
- Serves as a resource to the Bureau and Office Directors providing expert advice regarding laboratory techniques and technological developments.
- Actively networks with federal authorities to maximize the Department's ability to maintain compliance and secure funds in support of its programs.
- Assures that all aides are trained and fully knowledgeable of laboratory processes, standards and safety procedures.
- Properly operates and maintains laboratory instruments to access, interpret, modify and report test results.
- Maintains a database of sample results and environmental parameters and provides analytical findings as requested
- 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.