



Mississippi Department of Marine Resources

SOLICITATION: **REQUEST FOR APPLICATIONS**

RFA NUMBER: 3140002652

SMART NUMBER 1450-21-R-RFQI-00005

TO PROVIDE: Software Development Intern

ISSUE DATE: March 24, 2021, 10:00 AM CST

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

MDMR CONTACT: Rickey Kinnard
(228) 523-4147
procurement@dmr.ms.gov

CLOSING DATE AND TIME: April 7, 2021, 10:00 AM CST

Introduction

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking a Software Development Intern for the Office of Information Technology. This position will be responsible for, but not limited to, creating, editing, and maintaining custom cross-platform software solutions utilizing geographic data across a variety of PC and mobile devices.

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. Custom software solutions are utilized by the department as a tool to collect, integrate and analyze multiple data sources to aid management decisions.

Scope of Work/Job Duties

The scope of work/job duties for this position will include:

- Creating cross-platform applications for proof of concept, testing and production;
- Creating, Editing, and Data Acquisition;
- Conducting project assignments, research, and analysis;
- Integrating data into existing data structure;
- Maintaining accuracy and integrity of data;
- Analyzing geographic data;
- Utilizing the GIS software and data to produce cartographic output;
- Applying technical knowledge to departmental projects;
- Preparing written reports, communication, and/or correspondence on behalf of the department;
- Presenting formal/informal updates on project status; and,
- Other duties as assigned by the Supervisor and/or Office Director.

Minimum Qualifications

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

- **Education:** Must possess or be pursuing a Bachelors’ Degree in computer science, programming, engineering, or GIS related field from an accredited four-year college or university. If degree is in progress, the candidate must have at least 32 hours of college credit. As part of the application, please provide a copy of your transcript (unofficial copy is acceptable).
- **Experience:** Please include any training or skills related to this position in your application.

- **Other:** Must possess a valid driver's license (Mississippi residents must have a Mississippi driver's license). MDMR will verify the driver's license.

Knowledge, Skills, and Abilities

The ideal candidate should have general knowledge of managing and processing data and hands on experience with text files, Excel, and databases. The candidate should have previous coursework and thorough knowledge in one or more modern languages such as Dart, Python, JavaScript, Java and C#. The candidate should have experience with the ESRI ArcGIS suite of software products 10.x and knowledge of basic geographic principles.

The ideal candidate should demonstrate the ability to implement multiple project tasks simultaneously and the ability to work effectively with others. The candidate should also have good communication and organizational skills.

Compensation and Hours Worked

This internship position pays \$10.00 per hour and is for 40 hours per week. This position is for up to 12 weeks, depending upon the intern's school schedule.

Instructions for Applying

- Complete and **sign** the attached Application (all requested information must be completed.)
- All applications should be marked: **"Application for Software Development Intern"**
- Attach your 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.
- Attach a copy of your college transcript (an unofficial copy is acceptable).

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

- Via email to procurement@dmr.ms.gov;
- Via U.S. mail, postage prepaid, to Procurement Office, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to the Procurement Office at the above address.

The **deadline** for receiving applications is **April 7, 2021 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 Rick Kinnard at 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 Procurement Director.

Equal Opportunity Statement

MDMR will select the candidate for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.