



Mississippi Department of Marine Resources

SOLICITATION:

REQUEST FOR APPLICATIONS

RFA NUMBER:

3140002793

TO PROVIDE:

Natural Resource Damage Assessment (NRDA)
Contract Worker

ISSUE DATE:

August 9, 2021 10:00 AM CST

LOCATION:

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

CONTACT:

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

CLOSING DATE AND TIME:

August 26, 2021, 2:00 PM CST

Introduction

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking a Natural Resource Damage Assessment (“NRDA”) contract worker for the Grand Bay National Estuarine Research Reserve (“NERR”).

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.

Scope of Work/Job Duties

This position includes, but is not limited to, the following:

- Assist with field surveys of pine savanna and flatwoods vegetation;
- Assist with field surveys of wintering birds;
- Assist with the collection and preparation of herbarium specimens;
- Assist with land management activities as needed (e.g., prescribed burns, invasive species removal, debris removal, etc.); and,
- Other duties as assigned (e.g., data entry, GIS tasks, etc.)
- This position requires working outdoors, in remote and often uncomfortable environments (i.e. hot, humid, rain, wind, insects).

Minimum Qualifications

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

- **Education:** A bachelor's degree in natural resource management, wildlife biology, environmental science, environmental education, ecology, marine science, biology, botany, geography, forestry, or related field from an accredited four-year college or university. As part of the application, please provide a copy of your transcript (unofficial copy is acceptable).
- **Experience:** Demonstrated experience conducting field research is required. 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

Candidates should have a working knowledge of coastal floral and faunal (particularly plants and/or birds) communities and a basic knowledge of surrounding coastal systems. Candidates should be self-motivated, capable of moving multiple projects forward simultaneously and able to

work well with others. Candidates should have a strong science background, experience with biological/ecological field sampling, and experience with data management. Candidates should also be comfortable riding in small boats on open water. Prior experience with prescribed burns is not necessary, but a willingness to learn is strongly preferred. Familiarity with Mississippi Coast natural history and experience with UTVs and GPS equipment is desired.

Compensation and Hours Worked

This position pays \$16.50 per hour and is for 29 hours per week. The MDMR reserves the right, in its sole discretion, to increase the hourly rate of pay and/or hours per week worked in the future based upon merit, cost-of-living increases, or increases in job duties.

Instructions for Applying

- Complete and **sign** the attached Application (all requested information must be completed.)
- Attach a 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.

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:
 - Rickey Kinnard, Procurement Director, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Rickey Kinnard at the above address.

The **deadline** for receiving applications is **August 26, 2021 at 2:00 p.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:
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 contact person.

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.