



Mississippi Department of Marine Resources

SOLICITATION: **REQUEST FOR APPLICATIONS**

RFA NUMBER: 3140003094

SMART NUMBER 1450-22-R-RFQI-00016

TO PROVIDE: Marine Patrol Intern

ISSUE DATE: April 28, 2022, 10:00 AM CST

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

MDMR CONTACT: Janie Ballew
(228) 523-4118
procurement@dmr.ms.gov

CLOSING DATE AND TIME: May 13, 2022, 10:00 AM CST

Introduction

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking an intern for the Office of Marine Patrol. The MDMR’s Office of Marine Patrol provides marine enforcement of federal and state laws and the ordinances of the MDMR for the protection, preservation and conservation of Mississippi’s seafood, aquatic life and associated coastal wetlands habitats. Marine Patrol also carries out the enforcement of state and federal laws pertaining to boating safety and provides emergency assistance concerning the state’s marine environment.

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

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

- Conducting land and sea patrols;
- Emergency telecommunications and dispatch;
- Investigations research and case management;
- Boating education and outreach events;
- License sales; and,
- Other duties as assigned by the Supervisor and/or Office Director.

Considerable outside work is involved with this position, often under extreme weather conditions, including extreme heat, wind, and rain. The position requires an individual that can endure the rigors of physically challenging tasks often performed in harsh weather conditions.

Minimum Qualifications

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

- **Education:** Must possess or be pursuing a Bachelors’ Degree in criminal justice, natural resource management, wildlife biology, marine science, biology, or a related field from an accredited four-year college or university. If pursuing a degree, 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 candidate should have a basic understanding of law enforcement operations and have effective communications skills. The ideal candidate is a self-motivator, capable of implementing multiple

project tasks simultaneously, able to work well with others, and follow orders under pressure. The candidate should be comfortable presenting to small and large groups ranging in age from young children to older adults of all experience levels. The candidate should be comfortable riding in small and large boats on open water.

Compensation and Hours Worked

The internship position pays \$12.00 per hour and is for 129 hours per month. The position is for up to 8 weeks, depending on 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 Marine Patrol 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 **May 13, 2022 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 Janie Ballew 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 candidates for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.