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 website located at [www.mspb.ms.gov](http://www.mspb.ms.gov) under Mississippi Careers, Job Openings tab. Please enter the job title as it appears below in the search box. Resumes are not a substitution for completing a job application.

**Program Specialist III**

**Job Posting Closes on the MSPB Careers Website on Monday, July 11, 2022, at 11:59 PM CST**

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<th>Job Type</th>
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<td>Full-Time</td>
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**Agency Minimum Salary**  
$43,509.31

**Agency Maximum Salary**  
$43,509.31

**About the Position**
This position will serve as part of the Office of Coastal Resources Management. The candidate will be responsible for management of the NOAA CZM grant, including budget development, reporting, and compliance. Management of the grant and its activities includes supervision of federal grant expenditures; compliance and accuracy review of all financial and program reports prepared for and by the Office; and preparation of grant amendment requests, such as budget modifications, no-cost extensions, and changes in scope. The candidate will work with Program Managers to develop financial aspects of grants for submission, monitor performance and report financial activity, and conduct risk assessments and audits of sub-grantees. Tasks will involve extensive coordination by phone, email, and direct contact with directors and other staff of the agency as well as representatives of other state and federal agencies. This is a time limited position.

**What you'll need to be Successful**
The ideal candidate will have knowledge in grants management, understanding of accounting principles and concepts, accounts payable and budgeting, and knowledge of state and federal procurement requirements. The incumbent will coordinate and oversee various processes, grants, schedules, expenditures, and individuals; must enjoy detailed paperwork, accounting and office environment. The ideal candidate will have worked with Federal agencies and be knowledgeable in their requirements and systems for submission and reporting. The incumbent must possess excellent organizational skills; ability to manage multiple activities simultaneously and prioritize; flexibility and confidentiality on sensitive issues; and thorough knowledge and usage of various computer software packages including Microsoft Office and advanced excel skills. Must be able to read, comprehend, interpret and implement Federal and State regulations for grant compliance.

**Preferred Qualifications**
Requires Bachelor's Degree and a minimum of 2 years related work experience.