



Mississippi Department of Marine Resources

SOLICITATION: **REQUEST FOR APPLICATIONS**

RFA NUMBER: 3140003360

TO PROVIDE: Internal Affairs Contract Worker

ISSUE DATE: December 20, 2022

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: December 27, 2022, 10:00 AM CST

Introduction

The Department of Marine Resources (MDMR) is currently seeking one contract worker for the Executive Office.

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 contract worker will assist the Executive Director in a managerial position;
- The contract worker will be responsible for conducting administrative investigations;
- Prepare recommendations to improve efficiency, maximize agency effectiveness, strengthen public transparency and ensure operational integrity;
- Assist Human Resources with employment background screening processes for all MDMR job applicants;
- Additional duties include, but are not limited to:
 - Responsible for empowering division directors and other personnel in the management and administration of their respective programmatic areas; and,
- Other duties as assigned by the Executive Director.

Minimum Qualifications

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

- **Education:** Bachelor's Degree from an accredited four year college or university; and,
- **Experience:** Five (5) years of investigative experience including: handling internal disciplinary problems involving employees; managing multiple, concurrent projects; and, conducting internal audits.
- **Skills:** Ability to use Microsoft Excel, Outlook, PowerPoint and Word.
- **Substitution Statement:** Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma) and fifteen (15) years of investigative experience.
- **Other:** Possess skills in conflict resolution; problem solving; analytical and critical thinking; strong communication skills both written and verbal; and, possess a strong ability for strategic planning. Must possess a valid Mississippi driver's license or driver's license from another state (Mississippi residents must have a Mississippi driver's license). MDMR will verify the driver's license.

Compensation and Hours Worked

This position pays \$30.00 per hour, with an expected 40 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 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.

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:
 - Rick Kinnard, Procurement Director, Mississippi Department of Marine Resources, 1141 Bayview Avenue, 6th Floor, Biloxi, MS 39530; or,
- Via hand delivery to Rick Kinnard at the above address.

The **deadline** for receiving applications is **December 27, 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:

Rick Kinnard, Procurement Director 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.