**Mississippi Department of Marine Resources**

**Contact:** procurement@dmr.ms.gov

RFx# 3140004751

# REQUEST FOR APPLICATIONS
# Shellfish Contract Worker

## Introduction

The Mississippi Department of Marine Resources (MDMR) is currently seeking one (1) contract worker for the Marine Fisheries Shellfish Bureau.

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 Shellfish Bureau with field and monitoring activities associated with oyster reef enhancement and restoration projects. Work will primarily occur during peak field season. Duties include, but are not limited to, assisting with oyster reef monitoring activities such as quadrat processing and oyster measurements; assisting with water quality monitoring and sample collection; supporting cultch and oyster deployment logistics; operating or assisting with small vessels and field equipment; performing data entry and organization of monitoring data; and assisting with general field operations and project implementation as assigned by the supervisor and/or Bureau Director. Field work may occur at various locations along the Mississippi Gulf Coast and may involve extended periods working outdoors on vessels or at remote sampling locations in hot and humid conditions. The position may also require frequent lifting and moving of equipment and materials weighing up to approximately 50 pounds.

## Minimum Qualifications

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

- **Education:** Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); and,
- **Experience:** Experience working in marine, fisheries, aquaculture, or outdoor field environments is preferred. Familiarity with boats, field sampling, or basic data collection is beneficial, but there is no minimum threshold on work experience.
- **Substitution Statement:** Related education and related experience may be substituted on an equal basis.
- **Other:** 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 $17.00 per hour and is for a maximum of 28 hours per week. MDMR reserves the right, in its sole discretion, to increase the hourly rate of pay 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:
    - Janie Ballew, Lead Contract Analyst, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Janie Ballew at 1141 Bayview Ave, Biloxi, MS 39530

The **deadline** for receiving applications is **November 19, 2026, 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, Lead Contract Analyst 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 contact person.

## Equal Opportunity Statement

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