



## VACANCY ANNOUNCEMENT

STATE OF MISSISSIPPI

### MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

1141 Bayview Avenue

Biloxi, MS 39530

(228) 374-5000

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 Career Center located at [www.spb.state.ms.gov](http://www.spb.state.ms.gov) under the Job Seekers tab. Please enter the job title as it appears below in the Job Title section.

Resumes are not a substitution for completing a job application. The Mississippi Department of Marine Resources does not have the authority to fill this position above the below listed annual starting salary.

**JOB TITLE:** DMR-Projects Officer IV, Special

**ANNUAL STARTING SALARY:** \$41,000

**OFFICE/BUREAU/POSITION NUMBER:** Coastal Restoration and Resilience

**LOCATION:** Harrison County/Biloxi, Mississippi

**RECRUITMENT DATES:** January 27, 2014 – February 9, 2014

**ESSENTIAL FUNCTIONS:** This is a senior level position involved in assisting an administrative superior in the formulating, directing and coordinating projects for the Coastal Restoration and Resilience Bureau including the Gulf of Mexico Alliance Coastal Community Resilience Team and the MS Gulf Coast National Heritage Area. The primary of these will be to facilitate and schedule team meetings and conference calls, provide technical assistance and develop and monitor sub-awards/contracts. Write grant applications and tidelands proposals for the continued support and effective management of Mississippi's National Heritage Area and the Coastal Community Resilience Team. Responsible for all associated reporting requirements. Develop and implement management recommendations and regulatory changes.

#### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

##### **Experience:**

One (1) year experience as a DMR-Projects Officer IV, Special.

**OR**

**Education:**

A Bachelor's Degree from an accredited four-year college or university in a field related to scientific, technological or business related field;

**AND**

**Experience:**

Three (3) years of experience related to the described duties.

**OR**

**Education:**

A Master's Degree from an accredited four-year college or university in a field related to scientific, technological or business related field;

**AND**

**Experience:**

Four (4) years experience related to the described duties.

**Substitution Statement:**

Above graduation from a standard four-year college or university, related education and related experience may be substituted on an equal basis.

**Required Document:**

Possession of a valid MS Driver's License or Driver's License from a contiguous state. The hiring agency will verify Driver's License.

**The complete job description and application may be found at [www.spb.state.ms.gov](http://www.spb.state.ms.gov).**

The Mississippi Department of Marine Resources is an equal opportunity employer and will fill positions without regard to race, religion, color, national origin, sex, age, marital status or handicap.