



## VACANCY ANNOUNCEMENT

STATE OF MISSISSIPPI

### MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

1141 Bayview Avenue

Biloxi, MS 39530

(228) 374-5000

February 3, 2014

The Mississippi Department of Marine Resources (MDMR) 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.mspb.ms.gov](http://www.mspb.ms.gov) under the Job Seekers tab. Please enter the job title as it appears below in the Job Openings 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.

<b>JOB TITLE:</b>	DMR-Marine Administrator I/PIN 0082
<b>ANNUAL STARTING SALARY:</b>	\$41,254.98
<b>OFFICE:</b>	Coastal Restoration and Resilience Bureau
<b>LOCATION:</b>	Harrison County/Biloxi, Mississippi
<b>RECRUITMENT DATES:</b>	February 6, 2014 – February 28, 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:**

**Education:**

A Master's Degree from an accredited four-year college or university in an environmental science field;

**AND**

**Experience:**

Five (5) years in the special experience defined below, two (2) years of which must have included line or functional administrative or advanced technical supervision.

**OR**

**Education:**

A Bachelor's Degree from an accredited four-year college or university in an environmental science field;

**AND**

**Experience:**

Six (6) years in the special experience defined below, two (2) years of which must have included line or functional administrative or advanced technical supervision.

**Special Experience:**

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the agency in which the position exists. In program areas where special certification is required, the incumbent must be certified and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

**Substitution Statement:**

Above the Bachelor's Degree related to education and experience may be substituted on an equal basis, except there shall be no substitution for the special experience defined above and two (2) years of line or functional administrative or advanced supervision.

**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.**