



RECRUITMENT NOTICE

STATE OF MISSISSIPPI

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

1141 Bayview Avenue

Biloxi, MS 39530

(228) 374-5000

January 13, 2016

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.mspb.ms.gov under the Job Seekers tab. Please enter the job title as it appears below in the State Job Title section. Resumes are not a substitution for completing a job application.

WORKING TITLE:	Stewardship Coordinator
STATE JOB TITLE:	DMR-Marine Administrator II
ANNUAL STARTING SALARY:	\$48,962.51
OFFICE:	Grand Bay National Estuarine Research Reserve (GBNERR)
LOCATION:	Moss Point, Mississippi
RECRUITMENT DATES:	January 13, 2016 – February 12, 2016

ESSENTIAL FUNCTIONS: This is a professional position, coordinating the stewardship, restoration science and resource management activities of the Grand Bay National Estuarine Research Reserve. Major activities include overseeing and implementing the reserves stewardship program including the vegetation and sediment dynamics as part of the Sentinel Site work. Activities will be closely coordinated with NOAA's Office for Coastal Management and the Grand Bay National Wildlife Refuge and be consistent with the goals and objectives of the MDMR and the reserves management plan. This work will require project planning, supervision of staff, volunteers and contractors, research and monitoring, field work, data analyses, grant oversight, grant proposal and report writing. The work will also include close coordination and integration with the education and training, research and monitoring and administrative functions of the reserve.

KNOWLEDGE, SKILLS, AND ABILITIES: The ideal candidate should have: a working knowledge of coastal ecosystems and Mississippi flora and fauna, accepted restoration practices and techniques, resource monitoring procedures including the use of Sediment Elevation Tables, GIS and GPS applications, federal and state grant administration, the Grand Bay NERR Management Plan, MDMR's Coastal Preserves Program; as well as basic software products (MS Office, Adobe), and ArcGIS. The ideal candidate should be familiar with resource management policies, permitting procedures, and basic real estate and land acquisition practices. Knowledge of the National Estuarine Research Reserve System and the interrelationships between research/monitoring, education/training activities and the stewardship program is desired. The ideal candidate must possess excellent communication skills, the ability to handle small boats, be competent in developing complex and highly technical restoration plans, grant proposals and implementing multiple project tasks simultaneously. Excellent negotiation skills and time management abilities are required of the candidate; as well as skills in public speaking, technical writing and communicating activities to the general public, other colleagues and local decision-makers.

Education:

A Master's Degree from an accredited four-year college or university;

AND

Experience:

Six (6) years in the special experience defined below, three (3) 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;

AND

Experience:

Seven (7) years in the special experience defined below, three (3) 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 three (3) 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, national origin, color, sex, age, marital status, political affiliation, or disability.