MISSISSIPPI EMERGENCY MANAGEMENT AGENCY

Job Announcement

June 15, 2020

Job Title: Branch Director II – Public Assistance

Location: Office of Recovery (Rankin County)

Opening Date: June 16, 2020

Closing Date: June 22, 2020

This is professional administrative work in which the incumbent serves as supervisor of a small-sized Public Assistance Branch within the Recovery Office. Work involves formulating, directing, and controlling the operations of the Public Assistance Branch through subordinate personnel. The Branch Director establishes objectives, standards, and control measures for Public Assistance Programs which are limited in scope and impact. The Branch Director also establishes internal and external contacts to provide and exchange information, coordinate activities, and provide assistance and guidance. Work is subject to infrequent review by the supervisor.

In addition to the minimum qualifications, the applicant must be able to:
Plan, direct, and coordinate the activities of the Public Assistance Branch through subordinate personnel.
Ensure coordination of activities of the Public Assistance Branch with other branches within the Office/Agency.
Assist in directing fiscal accounting and budgeting activities.
Provide administrative leadership for all phases of the Public Assistance Branch.
Maintain effective public relations with other state agencies and the public.
Recommend appointment/termination of personnel as needed.
Provide training and assist lower-level personnel in their work.
Mentor and counsel assigned personnel as needed.
Assess workload and shift responsibility based on assessment.
Establish customer service, production goals and expectations for the assigned personnel.
Perform related or similar duties as required or assigned.

Interested applicants should submit their state applications through the MS State Personnel Board website no later than the close of business June 22, 2020. You can access their website at www.mspb.ms.gov. All interested parties are encouraged to apply. MEMA is an equal opportunity employer.