Mississippi Emergency Management Agency
Job Announcement

June 5, 2020

Job Title: Public Assistance – Branch Director
Location: Office of Recovery
Opening Date: Friday, June 5, 2020
Closing Date: Monday, June 15, 2020

Duty description:

This is professional administrative work in which the incumbent serves as supervisor of a medium-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.

Duties:

Plans, directs, and coordinates the activities of the Public Assistance Branch through 3-5 subordinate personnel.

Ensures coordination of activities of the Public Assistance Branch with other branches within the Office/Agency.

Assists in directing fiscal accounting and budgeting activities.

Provides administrative leadership for all phases of the Public Assistance Branch.

Maintains effective public relations with other state agencies and the public.

Recommends appointment/termination of personnel as needed.

Provides training and assists lower-level personnel in their work.

Mentors and counsels Public Assistance Branch personnel as needed.

Assesses workload and shifts responsibility based on assessment.
Establishes customer service, production goals and expectations for Public Assistance Branch personnel.

Reviews subordinates’ work results and forwards to Public Assistance Bureau Director.

Performs related or similar duties as required or assigned.

Interested MEMA applicants should submit their state applications through the MS State Personnel Board website no later than the close of business MONDAY, JUNE 15, 2020. You can access their website at www.mspb.ms.gov. All interested parties are encouraged to apply. MEMA is an equal opportunity employer.