STATE OF MISSISSIPPI
invites applications for the position of:

Branch Director II

**SALARY:** $40,543.60 Annually

**OPENING DATE:** 10/28/20

**CLOSING DATE:** 11/02/20 11:59 PM

**JOB TYPE:** Full-Time

**LOCATION:** 61 - RANKIN COUNTY

**SHIFT SCHEDULE:** Day Shift Only

**TRAVEL SCHEDULE:** Some Day Only

**TIME LIMITED POSITION:** No

**AGENCY INFORMATION:** The Mississippi Emergency Management Agency (MEMA) is recruiting a Branch Director II to serve as the Contract Officer within the Office of Support Services. The duties and responsibilities of this position include, but are not limited to, coordinating and managing the Invitation for Bids (IFB), Requests for Proposals (RFP), and Sole Source Procurement process, such as initiating the bid specifications, solicitations, and advertisements; possess a working knowledge of the procurement process through Mississippi's Accountability System for Government Information and Collaboration (MAGIC); ensuring adherence to policies and procedures within the MS Procurement Manual; reviewing all proposals and maintaining tracking; and assisting Accounts Payable staff, Materials Coordinators, Buyers, and Receiving staff to resolve pricing and unit of measure discrepancies. To inquire about this position, please contact Jennifer Boler at jboler@mem.ms.gov.

**CHARACTERISTICS OF WORK:**

This is professional administrative work in which the incumbent serves as director of a medium-sized branch within an agency. Work involves formulating, directing, and controlling the operations of a branch through section heads and other subordinate personnel. Incumbent establishes objectives, standards, and control measures for programs which are limited in scope and in impact. Incumbent also determines policy in own area of expertise and provides input into other phases of agency operations. Internal and external contacts are made to provide and exchange information, coordinate activities, and provide assistance and guidance. Work is subject to infrequent review through conferences and reports by the division director or board administrator to whom the incumbent reports.

**EXAMPLES OF WORK:**

Examples of work performed in this classification include, but are not limited to, the following:

- Plans, directs, and coordinates the activities of a branch through section heads and other subordinate personnel.

- Formulates policies, rules, and regulations as necessary.
Ensures coordination of activities of the branch/department with other branches/departments within the agency.

Assists in directing fiscal accounting and budgeting activities.

Assists in approving budget requests and expenditures.

Provides administrative leadership for all phases of programs within the branch.

Maintains effective public relations with other state agencies and the public, including interpretation and advocacy of agency policy.

Recommends appointment/termination of personnel as needed.

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

Performs related or similar duties as required or assigned.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

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

AND

Experience:
Five (5) years of experience in the special experience defined below, one (1) year 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:
Six (6) years of experience in the special experience defined below, one (1) year of which must have included line or functional administrative or advanced technical supervision.

OR

Education:
Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

AND

Experience:
Ten (10) years of experience in the special experience defined below, one (1) year 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 branch in which the position exists. In those branches where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the branch, the incumbent may also be required to be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

**Substitution Statement:**

Related education and directly related special experience as defined above may be substituted on an equal basis, except there shall be no substitutions for the required one (1) year of experience which must have included line functional administrative or advanced technical supervision.

**ESSENTIAL FUNCTIONS:**

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Provides administrative leadership and advanced technical assistance in support of program objectives.

2. Coordinates activities of branch with other branches, departments, agencies, and/or outside organizations.

3. Supervises, coordinates, and reviews the work of lower-level personnel.

APPLICATIONS MAY BE FILED ONLINE AT:
http://agency.govemmentjobs.com/mississippi/default.cfm

210 East Capitol Street
Suite 800
Jackson, MS 39201
601-359-1406
601-359-1406

jobs@dfa.ms.gov
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**Branch Director II Supplemental Questionnaire**

* 1. What is the highest level of education you have completed?
   - [ ] None
   - [ ] GED or High School Equivalency Diploma / High School Diploma
   - [ ] 30 semester hours
   - [ ] Associate's Degree / 60 semester hours
   - [ ] 90 semester hours
   - [ ] Bachelor's Degree
   - [ ] Master's Degree
   - [ ] Specialist Degree
   - [ ] Doctorate Degree

* 2. How many years of the required special experience do you have? (Refer to the job posting for an explanation of special experience.)
3. How many years of experience do you have in line or functional administrative or advanced technical supervision?
- No experience
- 1 year of experience
- 2 years of experience
- 3 years of experience
- 4 years of experience
- 5 years of experience
- 6 years of experience
- 7 years of experience
- 8 years of experience
- 9 years of experience
- 10 years of experience
- More than 10 years

4. Do you have experience with the state contract system/ Mississippi’s Accountability System for Government Information and Collaboration (MAGIC)?
- Yes
- No

5. Do you have experience with creating Invitation for Bids (IFB), Requests for Proposals (RFP), and Sole Source Proposals?
- Yes
- No

6. Do you have experience with the Mississippi Procurement Manual?
- Yes
- No

* Required Question