



STATE OF MISSISSIPPI
invites applications for the position of:
**Projects Officer IV,
Special**

SALARY: \$37,261.92 Annually

OPENING DATE: 10/12/21

CLOSING DATE: 10/14/21 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 is recruiting for a Projects Officer IV, Special in the Office of Information Technology. The incumbent of this position will work independently within MEMA Information Technology Services (MITS); assist with Information Technology and Communications projects; maintain and file information for property transfers, work logs for MITS Helpdesk Staff, and MITS calendars; schedule MITS conference rooms; scan large volumes of paper documents; use and manage document management systems; help with scheduling MITS Tasks throughout the agency, with other departments, and related tasks as determined by the Director of IT; possess prior experience in Information Technology to include scanning and document management; possess good communication and interpersonal skills; proficient in Microsoft Office; and be detailed oriented and an independent worker. To inquire about this position please contact Chris Watts at cwatts@mema.ms.gov.

CHARACTERISTICS OF WORK:

This is professional work in directing major research and project activities in a state agency with an extremely varied and complex program. Incumbents are responsible for planning, organizing, and coordinating project activities of the agency and directing specific aspects of the overall work program. Duties also include participation in policy formulation of the agency and responsibility for ensuring that this policy is adhered to in the agency's programs, projects, and other activities. Work is performed in accordance with advanced modern economic principles and techniques. Incumbents may supervise subordinates. Incumbents work under the administrative direction of the agency head, and work is reviewed through conferences, personal inspection, written reports, and results obtained.

EXAMPLES OF WORK:

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

Directs, monitors, and supervises projects, including planning, scheduling, budgeting, analyzing, reporting, controlling, and evaluating functions associated with projects.

Originates, prepares, monitors, and presents proposals for special projects; and prepares, negotiates, and administers contracts, subsidies, loans, grants, and interagency agreements associated with such projects.

Reviews completed work for soundness of professional judgment, evaluates the accomplishments, publishes the results, and assures timely and adequate completion of projects and activities.

Ensures the preparation, submission, and proper execution of budgets for carrying out the assigned mission of the agency.

Determines and recommends the special projects organization and staffing plan to the director.

Exercises administrative control over special projects staff, assures their proper training, evaluates performance, and recommends promotions and terminations.

Counsels regularly with the director and other members of the senior management staff in the promulgation and implementation of policies and procedures.

Acts as a liaison and represents the agency before development, business, industrial, and civic groups and state, local, and federal agencies.

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 in a field related to the scientific, technological, or specialized functions of the employing agency;

AND

Experience:

Four (4) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency;

AND

Experience:

Five (5) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

OR

Education:

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

AND

Experience:

Nine (9) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

Substitution Statement:

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the three (3) years of line or functional 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. Develops, administers, and monitors the operation of program/project activities in a state agency.
2. Prepares and administers proposals, contracts, grants, and/or agreements related to specific programs/projects of the agency.
3. Provides assistance and information to agency personnel, public and private agencies, and/or the general public.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://agency.governmentjobs.com/mississippi/default.cfm>

Position #1199-7210-20211101rI
PROJECTS OFFICER IV, SPECIAL
C1

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

jobs@dfa.ms.gov

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Projects Officer IV, Special Supplemental Questionnaire

- * 1. What is the highest level of education you have completed from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency?
- 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 related experience do you have (refer to the job posting for an explanation of related experience)?
- 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
- * 3. How many years of your related experience includes line or functional 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 prior experience in Information Technology to include scanning and document management?
- Yes
 - No
- * 5. This position requires good communication and interpersonal skills. Would you meet this requirement?
- Yes
 - No
- * 6. How would you rate your communication and interpersonal skills?
- None
 - Below Average
 - Average
 - Above Average
- * 7. Are you proficient in Microsoft Office?
- Yes
 - No
- * 8. This position requires being detailed oriented and an independent worker. Would you meet this requirement?
- Yes
 - No

* Required Question

