

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #24-111**

**OPENING DATE: 05 APR '24    CLOSING DATE: 19 APR '24    AGENCY: 5701    PINS: 954**

**POSITION: MANAGER (Production Control-Aircraft)**

**STARTING SALARY: \$45,981.15**

**LOCATION OF POSITION:** Hawkins Field, AASF #1, 365 Shop St, Jackson, MS 39209.

**TELEPHONE INQUIRIES:** Rhonda Cole (601) 313-6243 DSN: 293-6243

**APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) to: [rcole@mil.ms.gov](mailto:rcole@mil.ms.gov); Or Hand Delivered to: STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237; **Or Mailed to:** MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027.

**APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON THE CLOSING DATE.**

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***SPECIAL CONDITION: MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.***

**MINIMUM QUALIFICATIONS:** .

1. High school graduate or GED.
2. Extensive knowledge of production methods, procedures and operations sufficient to collect, compile, correlate, maintain, and integrate production efforts for logistical support of rotary wing and fixed wing aircraft.
3. Extensive knowledge of organization and functions of ARNG units supported by AASF to integrate MTOE and personnel into AASF production services and facilitate training and readiness of supported units.
4. Extensive knowledge of policies, regulation, and processes governing production operations to carry out established production assignments.
5. Knowledge of assigned aircraft and equipment to correlate and analyze a variety of routine production schedules and effectively communicate with contacts. Knowledge to analyze and correct a variety of production data and processes, to prepare production schedules, prepare reporting date, etc.
6. Knowledge of the CAN to input data, provide status of equipment, monitor work priorities, requisition repair parts, etc.

**DUTIES AND RESPONSIBILITIES:** (Not all inclusive, will be fully explained during interview)

1. Analyses the allocated Flying Hour Program to develop plans to optimize execution of flight hours while satisfying operational and training requirements of the AASF.
2. Develops schedules of aircraft and hours to be flown to satisfy the AASF operational aircraft requirements, recommend priorities for use of aircraft based on operations mission requirements and projected short and long-term maintenance requirements and AASF capabilities.
3. Uses Aircraft Computer Network (CAN) to facilitate management of AASF logistics operations.
4. Coordinates and publishes maintenance plans and schedules.
5. Interfaces with AASF Logistics, Flight Operations and Training, United States Property and Fiscal Office (USPF&O) and supported units for accomplishing priorities and deadlines established by higher authorities or supported units. Serves as point of contact (POC) with NGB, AMCOM, TASM-G, state and supported units on matters of AASAF logistical services. Attends conferences, briefings, and meetings to represent AASF logistical support and services.
6. Performs other duties as assigned.

**AREA OF CONSIDERATION: OPEN COMPETITIVE**

**SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES:**

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

**RESUMES WILL NOT BE ACCEPTED.** Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 05/22)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website: [www.ng.ms.gov](http://www.ng.ms.gov), or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6368). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE OF APPLICATIONS ARE ACCEPTABLE.**

**PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED.** Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

**APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED.** Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

**SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.**

**Military membership is desired.**

**INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.**

**MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND CHECK.**