

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #24-124**

OPENING DATE: 03 May 24 CLOSING DATE: 17 May 24 AGENCY: 5705 PIN: 729

POSITION: SPECIAL SERVICES SUPERVISOR

STARTING SALARY: \$27,759.48

LOCATION OF POSITION: Camp Shelby Joint Forces Training Center, 1001 Lee Avenue, Camp Shelby, MS 39407-5000.

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

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.
APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

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. Must have a high school diploma or GED equivalent.
2. Must have two (2) years management experience.
3. Possess a valid state driver's license and if authorized to operate a government vehicle, have the ability to obtain and maintain a U.S. Government Motor Vehicle Operator's ID card.
4. Military membership is desired, but not required.

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

1. Provides direct supervision of staff in the operation, care, maintenance, and security of the Special Services Facilities in accordance with regulatory requirements.
2. Develops seasonal schedules and advises with seasonal facilities should be opened and staffed.
3. Performs administrative actions to include memos, reports, receipts and timesheets.
4. Responsible for collecting money for rentals (sports equipment, grills, boats, campground, etc.), ensuring money is accounted for and deposited in a timely manner.
5. Collects, complies, coordinates and submits information for preparation of organizational reports.
6. Complete long-term projects on time by setting personal goals and priorities.
7. Completes quarterly and annual individualized performance appraisals; providing positive feedback along with any needed improvement areas to improve individual performance.
8. Ability to shift appropriate resources to deal with unexpected events while maintaining sufficient focus on critical activities in support of same day fitness and or recreational activities across the base.
9. Capability to provide briefings to the Post Commander and the Timber Fund/MWR Special Services Committee regarding issues and recommendations effecting the quality of life of base personnel with respect to the overall effectiveness of the Fitness Center facility and its equipment and fitness/sports programs.
10. Determines adequacy of the Fitness Center facilities, identifying additional needs and recommends facility construction/alterations and renovation projects, monitoring repairs and maintenance of facilities and equipment.
11. Performs other related duties as assigned.

AREA OF CONSIDERATION: OPEN COMPETITIVE (TIME LIMITED)

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 of our non-armory facilities of the MS National Guard, website 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.

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

Military membership in the Mississippi Air National Guard Fire Protection Program is desirable.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND CHECK.