

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #25-087**

OPENING DATE: 05 MAY 25 CLOSING DATE: 19 MAY 25 AGENCY: 5709 PIN: 56

POSITION: FACILITY MGMT COORD (FITNESS CENTER)

STARTING SALARY: \$33,871.72

LOCATION OF POSITION: ANG-CRTC/DOS, 4715 Hewes Avenue, Gulfport, MS 39507-4324

TELEPHONE INQUIRIES: Mitzy Hopson (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) to: mhopson@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.

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. Graduation from a standard four-year high school or GED and at least (1) year experience working in the physical fitness field. College degree, prior military background and personnel management and training experience and skills will be favored!
2. Experience supervising personnel in the day-to-day operation, care, maintenance, and security of a fitness center.
3. Must be able to direct, supervise, train and develop staff personnel by providing structure to team members and employees in accomplishing personal and organizational objectives.
4. Be able to set priorities, assign tasks, monitor progress, evaluate performance, and provide coaching and training to assist in meeting assigned goals while adhering to organizational training requirements and Standard Operating Procedures (SOPs).
5. Capable of reviewing fitness programs to ensure that they meet current and emerging training requirements by assessing and tracking health and fitness goals and progress, evaluating health and fitness trends, and restructuring and implementing improved programs to meet ever-changing organizational needs.
6. Creatively resourceful in implementing new fitness and sports programs to induce and encourage interest and excitement from base populace wanting to get fit.
7. Must have excellent oral presentation skills and creativity in the use of varied software packages (work processing, spreadsheets, databases, etc.) to create, edit, print and retrieve files.
8. Ability to manage multiple sporting events, overcoming obstacles with limited time or resources and most importantly, maintaining composure under pressure.
9. Must possess a valid state driver's license and if authorized to operate a Government Vehicle, have the ability to obtain and maintain a US Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
10. As a condition of employment, must successfully complete a CPR, First Aid, and AED certification class within 120 days of hire and must be able to obtain a favorable background check.

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

1. Develops seasonal schedules, arranges for official, prepares publicity releases, identifies coaches, conducts start-up meetings, procures appropriate awards and directs all tasks required for condition of playing facilities.
2. Perform other duties in support of the Chief of Services (COS).

AREA OF CONSIDERATION: OPEN COMPETITIVE AGO Form 14-R (Revised 1Oct14) Page 1 of 2 Pages

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 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*; 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 is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.