

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #25-105**

**OPENING DATE: 03 JULY 25      CLOSING DATE: 17 JULY 25      AGENCY: 5704      PIN: 37**

**POSITION: MANAGER (ENVIRONMENTAL)**

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

**LOCATION OF POSITION:** Camp Shelby Joint Forces Training Center, 1001 Lee Ave., Camp Shelby, MS 39407

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

**APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) to:** [mhopson@mil.ms.gov](mailto: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.***

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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. Master's Degree from an accredited four-year college or university in Wildlife, Fisheries, Ecology, Biology, Conservation, Forestry, Environmental Science, Natural Resources, or a related degree: AND One (1) year of work experience directly related to the described duties.

**Required Documents:**

2. Must possess and maintain a valid Driver's License.
3. Applicant must provide employing agency evidence of completion of education requirements and a valid copy of his/her transcript to verify course work, when applicable.

**DUTIES AND RESPONSIBILITIES:**

1. Serves as the biological advisor to the Camp Shelby Environmental Manager and MSARNG Natural Resources Manager.
2. Supervises the management of the natural resources under control or use by the MSARNG.
3. Coordinates, executes, and supervises aquatic/biological research and management projects/programs designed to conserve, manage, restore and protect wildlife, fisheries, and natural resources.
4. Develops conservation management plans: recommends resource preservation and enhancement practices, conservation management methods and techniques: determines methods of controlling undesirable plant, wildlife, and fish species.
5. Conducts and supervises wildlife species & fish inventories, stream surveys, creel surveys, browse & mast surveys, population censuses, distribution & migration studies, prey & forage studies, and age & growth studies.
6. Conducts and supervises banding, tagging, counting, trapping, netting, shocking, and sampling activities: managed hunts: re-locates or stocks (re-stocks) various species: supervises training of biological/technical staff in the use of chemicals and operation of specialized gear.
7. Conducts the collection of specimens, biological and harvest data or aquatic and fish samples for analysis: supervises the collection of data on depth, temperature and flow of water in streams or other bodies of water: compiles, analyzes, and interprets collection data.
8. Operates and maintains a variety of equipment, including: motorized vehicles, all-terrain vehicles, winches, boats, motors, firearms, audio-visual equipment, two-way radios, communications equipment, nets, traps, sampling gear, laboratory, and field-testing equipment.
9. Coordinates with non-profit organizations, municipalities, state, and federal agencies in cooperative project activities and integrates comments/considerations received from meetings.
10. 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 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.

**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.**