

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #26-027**

OPENING DATE: 08 SEPT 25

CLOSING DATE: 22 SEPT 25

AGENCY: 5709

PIN: 286

POSITION: MANGER (BILLETING)

STARTING SALARY: \$45,981.15

LOCATION OF POSITION: Camp McCain Training Center, 3152 James H. Biddy Road Grenada, MS 38901

TELEPHONE INQUIRIES: Mitzy Hopson (601) 313-6243

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 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. Baccalaureate Degree from an accredited college, and two (2) years directly related experience in the described duties, or High School Diploma or GED.
2. 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.**
3. Ability and experience to effectively operate and use: computer hardware and software, work processing, spreadsheet, calculator, presentation software, etc.
4. Strong verbal, written, analytical and interpersonal skills required.
5. Must have flexible hours, able to work nights, weekends and holidays.
6. Physical condition of such nature as to permit continuous, moderate work involving lifting and moving of objects weighing up to 50 pounds.

DUTIES AND RESPONSIBILITIES:

1. Overall responsible for directing and review the assignment of maid service quarters, furnishings, and equipment considering such factors as size of unit, type of unit, rank structure, serviceability and availability, while effecting maximum utilization of space personally resolves controversies and problems that arise over the assignment of quarters assigned.
2. Directs the billeting program for VIP housing and housing and bachelor and transient-type quarters. Oversees issuance of certificates of non-availability. Oversees the compilation and maintenance of records concerning costs of laundering linen, maid service, and other services directly connected with the operation of maid service functions.
3. Formulates tenant directives and instructions within the framework of installation housing requirements concerning assignments, terminations, inspections, maintenance, cleanliness, conservation of utilities, security, and other housing activities.
4. Develops local instructions and directives concerning normal and priority assignments of quarters, maintenance and repair reporting procedures, non-availability of quarters' procedures, and a variety of related facility requirements.
5. Determines annual requirements and formulates budget estimate for operating supplies, maid service, laundry service, custodial services: personnel costs, etc. Directly manages the Billeting Fund and other special housing funds as required.
6. Serves as a member of the Training Site's installation level facility improvement or construction board; Billeting Fund Council; Morale, Welfare and Recreation Committee, or other similar deliberative assemblies. Develops recommendations to improve the living conditions of residents and proposals or planning documents containing requests and justification for funds, personnel, or materials required to accomplish major housing facility activities. This include such studies and recommendations as those affecting changes in billeting rates, number o employees, organization of work, billets to be maintained as operational costs versus collections or study of trends observed which indicate changes space requirements of troops.
7. All other assigned duties.

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, 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 INVESTIGATION.**