

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #26-046**

OPENING DATE: 20 NOV 25

CLOSING DATE: 04 DEC 25

AGENCY: 5701

PIN: 97

POSITION: Manager (Audio/Visual Technician)

STARTING SALARY: \$45,981.15

LOCATION OF POSITION: Camp Shelby Joint Force 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 ;

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. High School graduate or GED equivalent. Must possess at a minimum of five (5) years' experience in an information technology-related field (AV Experience preferred).
2. DOD 8570 IT Certification required within 1 year of employment (minimum suggested CompTIA Security+). Security+ or higher certification will substitute for 4 years of experience or education. Computer environment training associated with the job. This certification is required to be granted privileged level access for maintaining DL Lab devices.
3. 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 DRIVERS' LICENSE MUST BE SUBMITTED WITH APPLICATION.**
4. Physical condition of such nature as to permit standing, stooping, and bending. Work sometimes requires heavy lifting of items weighing up to 50 pounds.

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

1. **Technical Support:** Provide technical support and expertise to maintain audio-visual equipment and systems across Camp Shelby and associated locations as needed. This includes setting up, troubleshooting, and repairing, AV devices in classrooms, training rooms, and other designated areas. Ensure that all AV systems are functional, well-maintained, and meet the needs of users.
2. **AESMP (Army Enterprise Service Management Platform) Management:** Manage tickets and workflows through the Army's automated ticketing system (AESMP). This involves creating, tracking, and resolving AV-related service requests and ensuring that all support tickets are addressed in a timely manner.
3. **AV Equipment Inventory & Management:** Responsible for managing and maintaining the AV equipment inventory at Camp Shelby, ensuring proper logging, tracking, and routine maintenance of all equipment. This includes ensuring that equipment is checked in and out as needed, performing regular audits, and coordinating with other departments to maintain availability.
4. **Distance Learning Lab Management:** Oversee and maintain the Distance Learning Lab, ensuring all AV devices in the classroom (e.g., projectors, monitors, sound systems, computers) are operational. Coordinate with customers and instructors using the lab to ensure their needs are met, providing technical assistance when necessary. Ensure the lab is equipped for various learning formats, including virtual and in-person sessions.
5. **Customer Coordination:** Serve as the point of contact for customers utilizing the AV resources and Distance Learning Lab. This includes scheduling room use, setting up AV equipment, and troubleshooting any technical issues that arise during class or event use.

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 2/18)**. 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 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.