

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #26-074**

OPENING DATE: 28 JAN 26 CLOSING DATE: 11 FEB 26 AGENCY: 5709 PIN: 278

POSITION: Site Superintendent (Scheduling Coordinator)

STARTING SALARY: \$65,000.00

LOCATION OF POSITION: ANG-CRTC/Operations Directorate, 4715 Hewes Avenue, Gulfport, MS 39507

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. An associate's degree from an accredited college or university; and five (5) years of experience in work related to the position's essential functions. **SUBMIT COPY OF TRANSCRIPT OR DIPLOMA WITH APPLICATION AS PROOF OF EDUCATION.**
2. Must be able to acquire and maintain a valid state driver's license for operation of government vehicles in the performance of work. May be required to travel to attend various meetings and conferences. **SUBMIT COPY OF VALID DRIVER'S LICENSE WITH APPLICATION.**
3. May occasionally be required to work odd hours, including nights and weekends.

DUTIES AND RESPONSIBILITIES:

1. Utilizes a working knowledge of instructional and logistical support of activities requiring use of facilities, training areas, airspace, and transient barracks and facilities. Distributes available venues to effect maximum usage. Maintains master schedule showing assignment of facilities, training areas airspace, and transient barracks and facilities to using units. Plans and coordinates base-wide facilities, training areas, airspace, and transient barracks requirements for periods up to three (3) years in advance to support the ANG training enterprise. Based on guidance from the Director of Operations and Director of Mission Support, keeps Command Staff and potential using units informed of long-range plans for facilities, training areas, airspace, and transient barracks maintenance, modification and construction projects affecting training. Develops processes to extract and analyze data and compile quality information reports and services.
2. Advises user units of the most efficient use of training venues. De-conflicts training requirements of using units. Conducts conferences and meetings as required for scheduling and coordination of training area, airspace, and transient barracks usage. Records requests, co-use and cancellations for training resources. Authors, edits, and maintains daily usage reports. Maintains official records of resource scheduling, incidents, related administrative documents and utilization. Coordinates and schedules ANG directed activities to take place on Gulfport CRTC.
3. Performs special analyses, staff studies, and staff actions related to Gulfport CRTC training venues as requested. Occasionally briefs results to the Command Group or senior staff members. Prepares and supplies special data to the Operations, Safety and Mission Support section in support of long-range strategic actions to sustain the quality of training venues. Manages internal controls for the section. Maintains protocols to respond to scheduling issues within 24 hours.
4. Conducts fact-finding assessments and evaluations of Gulfport CRTC scheduling requirements to assure efficient and safe training environments through strict scheduling and management. Conducts analysis of requirements to determine primary and alternate courses of action in resolution of operational conflicts. Maintains data for inclusion in annual reports as directed by the Base Commander.

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 12/19)**. 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 #601-313-6243). 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 fails 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 CHECK.