

**MISSISSIPPI MILITARY DEPARTMENT STATE  
EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #26-091**

OPENING DATE: 20 FEB 26

CLOSING DATE: 06 MARCH 26

AGENCY: 5701 PIN: 329

**POSITION: DIVISION DIRECTOR \*\*RESTRICTED TO ON-BOARD  
MMD EMPLOYEES ONLY\*\***

**STARTING SALARY: \$51,458.00**

**LOCATION OF POSITION:** Camp Shelby Joint Force Training Center, 1001 Lee Avenue Bldg. 6600, Camp Shelby, MS 39407-5500

**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. A four (4) year degree from an accredited university is required. **(MUST SUBMIT PROOF WITH APPLICATION).**
2. Experience in bookkeeping, Governmental Accounting and a general knowledge of the State's accounting system is desirable.
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 DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
4. Must complete a favorable T-1 background investigation.
5. Military membership is desired but not required.

**DUTIES AND RESPONSIBILITIES:**

1. Oversee and manage all Human Resources functions and programs for DPW.
2. Supervise and prioritize the work of assigned staff and ensure they are performing duties to meet defined standards and goals and receive any job-related training.
3. Coordinate with DPW supervisors to hire vacant positions, resolve human resource related issues, assist with retiring personnel, determine merit raises for qualified employees, and changes to department organizational structure.
4. Oversee and ensure accountability is maintained for all federal and state property assigned to DPW, as well as supervise all property and warehouse employees.
5. Oversee the DPW budget and the procurement process for equipment and services, as well as advise the DPW Director on all budgetary issues to ensure DPW operates within budgetary limitations.
6. Coordinate with State Resources as required for human resources and budgetary matters concerning DPW.
7. Assist DPW Operations in the development and coordination of any necessary or mandated training or vocational and technical education for DPW employees, as well as any other training opportunities that will benefit DPW. Also, ensure any required travel to attend training events is coordinated.
8. Ensure time sheets and pay processes for DPW employees are accurate and completed, as well as resolve any pay-related issues.
9. Acts on behalf of the DPW director when authorized.
10. Perform other duties as assigned.

**AREA OF CONSIDERATION: \*\*RESTRICTED\*\***

**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: JFH-MS-C-HR, 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 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 in the is desired.**

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.