

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #26-098**

OPENING DATE: 03 MARCH 26 CLOSING DATE: 17 MARCH 26 AGENCY: 5704 PIN: 60

POSITION: MANAGER (IT)

STARTING SALARY: \$45,981.15

LOCATION OF POSITION: NGMS-IMZ, DOIM, 144 Military Dr., Flowood, MS 39232

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. Information Technology Professional
2. DoD 8140 Baseline Certifications, plus a Computing Environment Certification.
3. Security Clearance.

DUTIES AND RESPONSIBILITIES:

1. Serves as a technical specialist on all automated systems utilized throughout the state.
2. Provides solutions to customer requests for assistance in resolving the complex hardware and software problems.
3. Provides in person and remote technical support for MSARNG customers and systems.
4. Conducts root cause analysis for recurring or widespread issues.
5. Documents and tracks all service calls and technical support through the Army Enterprise Service Management Portal (AESMP).
6. Actively supports logistical activities to ensure MSARG IT property is accurately and properly accounted for through the entire life cycle of each system.
7. Assesses and remediates cyber security threats and vulnerabilities on MSARNG workstations.
8. Provides technical assistance to current and potential users so that LAN/WAN and other C4 systems operations have minimum disruptions.
9. Consults with customers regarding potential system or program upgrades.
10. Uses detailed reference material, sophisticated diagnostic equipment and complex diagnostic software to identify and resolve internal system and network conflicts.

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.

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, 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.

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.