

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #26-099**

OPENING DATE: 04 MARCH 26 CLOSING DATE: 18 MARCH 26 AGENCY: 5701 PIN: 388

POSITION: TRAINING CENTER SERVICE COORDINATOR ASSISTANT

STARTING SALARY: \$31,560.24

LOCATION OF POSITION: Department of Public Works, Camp Shelby Joint Forces Training Center,
Camp Shelby, MS 39407-5500

TELEPHONE INQUIRIES: Mitzy Hopson (601) 313-6243 DSN: 293-6368

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. A two (2) year degree from an accredited college or university in business administration or other directly related field OR four (4) years' experience in purchasing, contracting, or project management can be substituted for education.
2. Must be proficient in policy and procedure administration of management and community relations relating to involvement with contractors and the public.
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. Military membership desired but not required.

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

1. Write technical specifications for outsourcing service contracts.
2. Perform quality control inspections on all outsourcing services and certifies services rendered.
3. Provides technical assistance and quality control on all outsourcing procedures.
4. Monitor all available outsourcing contracts and regulatory changes.
5. Maintain a worklog of all contractors performing work at Camp Shelby along with status information on each job being completed.
6. Provides customer service assistance for equipment acquisition, maintenance, and repair.
7. Maintain a technical library on commercial activities, JOC contract, and other outsourcing documents.
8. Maintain quality assurance and surveillance plans for all outsourcing services.
9. Subject to callouts or working in inclement weather conditions after normal duty hours to include weekends and holidays.
10. Performs other duties as assigned or as directed.

AREA OF CONSIDERATION: OPEN COMPETITIVE AGO Form 14-R (Revised 1 Oct 14) Pages 1 of 2 pages

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.

NO RESUMES WILL 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, 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 CHECK.