MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #27-049

OPENING DATE: 23 SEPT 26 **CLOSING DATE: 07 OCT 26** **AGENCY: 5701** **PIN: 920**

POSITION: SUPPLY & STORAGE SUPERVISOR

STARTING SALARY: $34,729.75

LOCATION OF POSITION: Aviation Classification Repair Activity Depot, 4313 Hewes Ave, Gulfport, MS 39507

TELEPHONE INQUIRIES: Mitzy Hopson (601) 387-3693

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 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 education or GED and three (3) years' experience in related fields.
2. Experience with construction materials, tools, and equipment along with experience in stock/tool control.
3. Requires working knowledge of Access databases.
4. Physical condition of such nature as to permit continuous, moderate to heavy work involving lifting and moving of objects.
5. Must possess a valid driver's license and if authorized to operate a Government vehicle, have the ability to obtain and maintain a U.S. Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
6. Ability to perform physical labor when required, which may include moderate to heavy lifting and moving objects weighing up to 50 pounds.

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

1. Using state credit card or purchase orders, requisitions materials, parts, and supplies required in support of Job/Work Orders. Follows all state purchasing guidelines set forth by the state of Mississippi Military Department Purchasing and Contracting Office.
2. Reconciles monthly credit card statement with purchase log, IEMS, and the state purchasing and contracting office. Inputs requisition data into IEMS systems. Inputs items issued out of stock into IEMS using assigned job orders. Prepares and provides data for reports using the IEMS program.
3. Operates job order holding area and coordinates material availability with State Superintendent. Briefs the Facility Manager and State Superintendent on status of requisitions, backorders, etc.
4. Maintains warehouse area for State supplies, tools, and equipment.
5. Develops programs to monitor and track state supplies, tools, and equipment.
6. Issues items to state maintenance personnel as required.
7. Monitors state bench stock and requisitions items to maintain proper levels.
8. Ensures accountability of all equipment and supplies purchased through state purchasing procedures.
9. Research requests for purchase options.
10. Identifies supply limiting factors and shortfalls.
11. Performs other duties as assigned by supervisor.

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 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;* or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-387-3693). 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.