

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #16-217**

OPENING DATE: 21 Oct 16

CLOSING DATE: 4 Nov 16

AGENCY: 5709

PIN: TBA

POSITION: SPECIAL PROJECTS OFFICER

STARTING SALARY: \$36,692.59

LOCATION OF POSITION: Camp Shelby Joint Forces Training Center, Camp Shelby, MS.

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6146 DSN: 293-6146

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

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. Bachelor's degree from an accredited four year college or university in business or related field and one (1) year experience in work directly related to the below described duties OR Associates degree from an accredited two (2) year college in business or related field and three (3) years' experience in work directly related to the below described duties OR Graduation from a standard high school or equivalent (GED) and five (5) years' experience in work directly related to the below described duties.
2. Must possess a valid driver's license; **PROOF OF DRIVERS LICENCE MUST BE SUBMITTED WITH APPLICATION.**
3. Well versed with Microsoft Office; specifically Microsoft Word and Power Point.
4. Effective in communication and briefing large audiences.

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

1. Plan and facilitate infrastructure sustainment and development of future infrastructure through operational revenue generation.
2. Manager, Civil-Military Projects will accomplish goals by developing and cultivating relationships with local, state, and federal leadership with the purpose of educating as to the operational and strategic capabilities of Camp Shelby Joint Forces Training Center.
3. Identify projects that best compliment Camp Shelby and its mission.
4. Manager will enhance partnerships by hosting visits at Camp Shelby, scheduling office visits and providing briefings to entities such as; The University of Southern Mississippi's Center for Economic Development and Entrepreneurship, Hattiesburg's Area Development Partnership, The Mississippi Development Authority, Mississippi Congressional Delegation and Representatives, and other organizations and entities as required.
5. Manager will maintain economic impact data for Camp Shelby, maintain IDIC costs in conjunction with FMO and USPFO approval.
6. Forecast project's economic impact and project's return on investment if state or federal funding required. Prepares presentations.
7. Track unemployment statistical data specifically for the tri county area (Forest, Lamar, Perry Counties) encompassing Camp Shelby compared to the state and the nation.
8. Maintain an updated capabilities briefing for Camp Shelby Joint Forces Training Center that is standardized for briefings to government and civic organizations.
9. Provides analytical input and conducts research as necessary to advise/brief command on relationships with the MSNG and Camp Shelby.
10. Conducts other activities as required by the CSJTC commander that enhances civil relationships with the MSNG and Camp Shelby.
11. Performs other duties as assigned.

AREA OF CONSIDERATION: OPEN COMPETITIVE

AGO Form 14-R (Revised 1 Oct 14)

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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 6/14)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6146). 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 in the Mississippi Army/Air National Guard is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

***MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.**