

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #16-223-1**

OPENING DATE: 18 Jan 17 **CLOSING DATE:** 1 Feb 17 **AGENCY:** 5704 **PIN:**280

POSITION: ENVIRONMENTAL SPECIALIST (EMS Coordinator/Trainer)

STARTING SALARY: \$33,419.49

LOCATION OF POSITION: MS Military Dept., Environmental Directorate, 1410 Riverside Drive,
Jackson, MS 39202

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. A Master's Degree in the environmental, natural sciences, or natural resources discipline; **OR;** Bachelor's Degree from an accredited four year college or university in the environmental, engineering, natural sciences, or natural resources discipline and one (1) year of directly related experience. **PROOF OF EDUCATION WITH COPY OF TRANSCRIPT OR DIPLOMA MUST BE SUBMITTED WITH APPLICATION;** **OR,** graduation from a standard high school or GED and five (5) years directly related experience. Related experience and related education may be substituted on an equal basis.
2. Knowledge of computer software programs such as Word, Excel, PowerPoint, SharePoint, database, spreadsheet, communications programs and the Internet.

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

1. Serves as technical advisor to the MSARNG Environmental Program Manager on the Environmental Management System (eMS) and sustainability. Responsible for providing guidance on applicable environmental programs which are predicted upon Federal, State and local statutes.
2. Develops, provides guidance, and implements the Environmental Management System (eMS) for the MSARNG.
3. Establishes training standards/requirements for the eMS and sustainability.
4. Conducts and documents inspections/audits in accordance with applicable laws/regulations to ensure environmental compliance.
5. Coordinates with National Guard Bureau (NGB) on issues pertaining to eMS and sustainability in accordance with all applicable laws/regulations to insure environmental compliance.
6. Establishes and maintains liaison with appropriate local, state and federal agencies and environmental organizations. Makes presentations as required to the general public and National Guard.
7. Conducts required briefings on the EMS.
8. Environmental trainer for the Environmental Compliance Officer Course (40 hour and 8 hour).
9. Maintains Environmental website and coordinates with the Department of Information Management (DOIM).
10. Manages the Learning Management System (LMS).
11. Excellent communication skills.
12. Responsible for the development and implementation of innovative programs to assist in compliance requirements.
13. Performs other duties as assigned.

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.

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 is desired.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.