

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #17-017**

OPENING DATE: 27 Jan 17 **CLOSING DATE:** 10 Feb 17 **AGENCY:** 5709 **PIN:** 40

POSITION: MD-FF, DEPUTY CHIEF

STARTING SALARY: 43,963.32

LOCATION OF POSITION: ANG-CRTC/CE, 4715 Hewes Avenue, Gulfport, 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.*

1. High school graduate or GED.
2. Ten (10) years' experience as a full-time paid civilian/military firefighter, or twelve (12) as traditional guard firefighter.
3. Possess a valid state 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.**
4. **Must meet ANG Level I Fire Protection Certifications: Required DOD, IFSAC, or Proboard Certifications:** Firefighter I and II, Driver Operator Pumper/ARFF/Water Tender, Airport Fire Fighter, Hazardous Material Awareness/Operation/Hazardous Material Technician, Haz-Mat Incident Commander, Fire Officer III, Fire Instructor II, Fire Inspector II, and USAF On Scene Commander, within twenty (24) months of 1st opportunity. (AFI32-2001, ANG SUP 1, 30 Sep 2010.) **PROOF OF CERTIFICATIONS MUST BE SUBMITTED WITH APPLICATION.**
5. **Shall be required to attend and successfully complete all schools/training as deemed necessary by MS Military Department, and other governing authorities.**
6. Must be able to obtain a favorable National Agency Check (NAC).

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

1. Supervises all fire protection functions; ensures the Base Fire Chief is advised in all fire department activities.
2. Assist the Fire Chief in writing and implementing policies, procedures and operating instruction IAW DOD 6055.6, NGR 5-1/ANGI 63-101, AFI 32-2001,, NFPA Standards, and AFOSH/OSHA Regulations.
3. Sets and writes safety procedures for the base MCA Fire Fighters IAW AFI 32-2001 and NFPA Standard 1500.
4. Advises the Fire Chief of the needs of the individual shift/personnel.
5. Assist the Fire Chief and/or the Assistant Chief in counseling members of the Fire Protection Organization.
6. Assist the Fire Chief in recommendation of personnel for promotions.
7. Must have the ability to read and interpret complex regulations and operating instructions.
8. Enters and maintains records for payroll and leave in SPARS.
9. Assists the Fire Chief with MCA Budget preparation and accounting.
10. Assumes the responsibilities for the Fire Chief in his absence.
11. Performs other duties 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 of our 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 Air National Guard Fire Protection Program is desirable.

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND CHECK.