

# MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

## NOTICE OF FINFISH CONTRACT WORKER POSITIONS

The Mississippi Department of Marine Resources (MDMR) will accept applications until **10:00 a.m. on March 11, 2016** for the purpose of hiring three **Finfish Contract Workers**.

The minimum qualifications for the position include:

- Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); and,
- Two (2) years of experience related to the described duties, such as trailering and operating marine vessels.
- Related education and related experience may be substituted on an equal basis.
- Must possess a valid driver's license (Mississippi residents must have a Mississippi driver's license). MDMR will verify the driver's license.

These positions pay \$16.00 per hour, and are for 40 hours per week. Information about the positions, instructions for applying, and Application Form will be available on **February 25, 2016** on the MDMR website at <http://www.dmr.ms.gov/index.php/dmr-information/bids-main> and the Mississippi Procurement Portal at [https://www.ms.gov/dfa/contract bid search](https://www.ms.gov/dfa/contract_bid_search). For additional information, please contact Kacey Williams, Chief Financial Officer at (228) 523-4169 or by email at [kacey.williams@dmr.ms.gov](mailto:kacey.williams@dmr.ms.gov).

Applications may be submitted by hand delivery or mail to Kacey Williams, Chief Financial Officer, MDMR, 1141 Bayview Avenue, Biloxi, MS 39530, or by email to [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov). **The deadline for applying is 10:00 a.m. on March 11, 2016.**

All applications should be marked: **“Application for Finfish Contract Worker Position”**.

# **REQUEST FOR APPLICATIONS**

## **Finfish Contract Worker Positions**

Mississippi Department of Marine Resources  
1141 Bayview Avenue  
Biloxi, Mississippi 39530

Contact: Kacey Williams – [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

## **Introduction**

The Department of Marine Resources is currently seeking three contract workers for the Marine Fisheries Finfish Bureau.

The MDMR manages all marine life, public trust wetlands, adjacent uplands, and waterfront areas to provide for the balanced commercial, recreational, educational, and economic uses of these resources consistent with environmental concerns and social changes.

## **Scope of Work/Job Duties**

The contract workers will assist in the National Fish and Wildlife Foundation observer program for the recreational for-hire (charter) sector to assess landings, discards and associated reporting biases. The work will require that observer trips be taken each month aboard recreational for-hire vessels operating out of Mississippi coastal harbors. Work will include assisting the Finfish Bureau of the Marine Fisheries Office by collecting recreational fishing information through the expanded fishery dependent data collection survey. Work will also include utilizing standardized SEAMAP vertical line methodologies to collect Red Snapper and reef fish species in the assigned survey area. Additional duties include, but are not limited to: processing fish samples brought into the MDMR laboratory (i.e. fish weight, length, remove otoliths and other samples as required); assisting in field work needed for biological assessments; operating fisheries vessels; and, performing other duties as assigned by the supervisor and/or Office Director.

## **Minimum Qualifications**

The minimum qualifications which the MDMR is seeking for these positions include:

- **Education:** Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); and,
- **Experience:** Two (2) years of experience related to the described duties, such as trailering and operating marine vessels.
- **Substitution Statement:** Related education and related experience may be substituted on an equal basis.
- **Other:** Must possess a valid Mississippi driver's license or driver's license from another state (Mississippi residents must have a Mississippi driver's license). MDMR will verify the driver's license.

## **Compensation and Hours Worked**

These positions pay \$16.00 per hour, and are for 40 hours per week.

## **Instructions for Applying**

- Complete and **sign** the attached Application (all requested information must be completed).
- Attach your resume describing your education and prior work history, including relevant work experience.
- Attach a list of at least three references (name and current contact information). References familiar with your job performance skills are preferable. If MDMR is unable to contact your references based upon the contact information you provide, your application may be rejected.

You may submit your application packet (all of the above) in one of three ways:

- Via email to [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov);
- Via U.S. mail, postage prepaid, to:
  - Kacey Williams, Chief Financial Officer, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to Kacey Williams at the above address.

The **deadline** for receiving applications is **March 11, 2016 at 10:00 a.m.** Late applications will not be accepted.

You may be required to interview in person at MDMR in Biloxi, Mississippi, or by telephone.

## **Questions/Requests for Clarification**

All questions and requests for clarification must be submitted by email to:

**Kacey Williams, Chief Financial Officer**  
[procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

The MDMR will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the contact person.

## **Equal Opportunity Statement**

MDMR will select the vendor for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.

# DEPARTMENT OF MARINE RESOURCES CONTRACT WORKER APPLICATION



**Return Completed Application to:**  
**Department of Marine Resources**  
 1141 Bayview Avenue, Suite 101  
 Biloxi, MS 39530  
 Attention: Kacey Williams

**For Staff/Official Use Only**

**Received:** \_\_\_\_\_

**-TYPE OR PRINT IN BLACK INK-  
 JOB INFORMATION**

RFQ #:	POSITION TITLE:
--------	-----------------

**PERSONAL INFORMATION**

FIRST NAME	MIDDLE INITIAL	LAST NAME
ADDRESS		
CITY	STATE	ZIP
HOME PHONE	ALTERNATE PHONE	
MONTH AND DATE OF BIRTH	WHICH METHOD DO YOU PREFER TO BE NOTIFIED ABOUT YOUR APPLICATION STATUS? <input type="checkbox"/> EMAIL OR <input type="checkbox"/> PAPER	
EMAIL ADDRESS		

**EDUCATION**

WHAT IS YOUR HIGHEST LEVEL OF EDUCATION:

<input type="checkbox"/> Some High School	<input type="checkbox"/> Some College	<input type="checkbox"/> Associate's Degree	<input type="checkbox"/> Master's Degree	<input type="checkbox"/> Doctorate Degree
<input type="checkbox"/> High School	<input type="checkbox"/> Technical College	<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Specialist's Degree	

**HIGH SCHOOL EDUCATION**

DID YOU GRADUATE FROM HIGH SCHOOL/RECEIVE A G.E.D. OR A HIGH SCHOOL EQUIVALENCY DIPLOMA? YES  NO

IF NO, WHAT WAS THE HIGHEST GRADE LEVEL COMPLETED? 7  8  9  10  11  12

**COLLEGE/UNIVERSITY EDUCATION**

SCHOOL NAME		DEGREE RECEIVED
DATES ATTENDED	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:
SCHOOL LOCATION (CITY/STATE)	MAJOR	
SCHOOL NAME		DEGREE RECEIVED
DATES ATTENDED	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:
SCHOOL LOCATION (CITY/STATE)	MAJOR	
SCHOOL NAME		DEGREE RECEIVED
DATES ATTENDED	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:
SCHOOL LOCATION (CITY/STATE)	MAJOR	





