



## RECRUITMENT NOTICE

STATE OF MISSISSIPPI

### MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

1141 Bayview Avenue

Biloxi, MS 39530

(228) 374-5000

January 27, 2015

The Mississippi Department of Marine Resources is recruiting for the job title described below. **ALL** applications for this position must be filled out online at the Mississippi State Personnel Board's Career Center located at [www.mspb.ms.gov](http://www.mspb.ms.gov) under the Job Seekers tab. Please enter the job title as it appears below in the Job Title section. Resumes are not a substitution for completing a job application. The Mississippi Department of Marine Resources does not have the authority to fill this position above the below listed annual starting salary.

**JOB TITLE:** **DMR-Biological Program Coordinator / Coastal Restoration Manager**

**ANNUAL STARTING SALARY:** **\$43,654.91**

**OFFICE / BUREAU / PIN:** **Office of Coastal Resources Management / Coastal Preserves Bureau / PIN5149**

**LOCATION:** **Harrison County / Biloxi, Mississippi**

**RECRUITMENT DATES:** **January 30, 2015 – February 20, 2015**

**PRINCIPAL RESPONSIBILITIES:** This is advanced senior level scientific work in the Coastal Preserves Bureau of the Mississippi Department of Marine Resources with responsibility for providing expertise in the areas of coastal resource management and regulation. The job duties include developing and implementing habitat restoration plans. The successful candidate will supervise contractors, technicians, interns and others in conducting restoration activities, and help purchase materials and services required for habitat restoration. Other duties include performing field collection of data using MDMR vehicles, boats, ATVs, GPS, digital cameras and computer equipment. The candidate will prepare and present data results and other restoration recommendations to Program Manager, agency head or other governing body, as well as preparing and presenting Coastal Preserves information to the public through written and verbal presentations; aiding in the development and coordination of public outreach programs; provide logistical support for researchers and others conducting activities on Coastal Preserve sites; conduct background research on various topics of concern for the program.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The ideal candidate should have a working knowledge of GIS and GPS concepts, data management, digital map production and cartographic principles. Knowledge and experience using ArcGIS software and differential GPS equipment is necessary. Knowledge of remote sensing techniques is desirable. The successful candidate should have a working knowledge of: coastal Mississippi flora and fauna; accepted restoration practices and techniques, resource monitoring procedures; and basic scientific principles. The best suited candidate should have knowledge of coastal waters; boating and tailoring in coastal water; experience with habitat mapping of coastal and wetland ecosystems; experience with GPS field surveys particularly using Trimble equipment; project development and management; experience training individuals and/or groups in spatial analysis and basic data management; ability to synthesize, interpret, and communicate scientific information; working knowledge of current trends and best practices in the geospatial fields; be skilled in writing concise and accurate technical reports with all related documentation. The incumbent must also possess good verbal and written communication skills, be able to appropriately interact with a wide variety of people, including other staff and partners, and have the ability to exercise considerable judgment and discretion. The ideal candidate should demonstrate the ability to implement multiple project tasks simultaneously and ability to work effectively with others.

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

**Education:**

A Master's Degree from an accredited four-year college or university;

**AND**

**Experience:**

Five (5) years of experience in the special experience defined below, two (2) years of which must have included line or functional administrative technical supervision;

**OR**

**Education:**

A Bachelor's Degree from an accredited four-year college or university;

**AND**

**Experience:**

Six (6) years of experience in the special experience defined below, two (2) years of which must have included line or functional administrative technical supervision;

**Required Document:**

Possession of a valid MS Driver's License or Driver's License from a contiguous state. The hiring agency will verify Driver's License.

**Special Experience:**

Employment must have been in an administrative; professional capacity in the area of work related to the functional responsibility of the office in which the position exists. In cases where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the Department of Marine Resources, the incumbent must be registered and/or possess the necessary scientific or technical education and experience in those areas.

The complete job description and application may be found at [www.mspb.ms.gov](http://www.mspb.ms.gov).

**NOTE: This is a time-limited position funded with federal funds. Continuation of the position is dependent upon continuation of the federal funds.**

The Mississippi Department of Marine Resources is an equal opportunity employer and will fill positions without regard to race, color, religion, national origin, sex age, marital status, or handicap.