



RECRUITMENT NOTICE

MISSISSIPPI DEPARTMENT OF MARINE RESOURCES

1141 Bayview Avenue

Biloxi, MS 39530

(228) 374-5014

June 5, 2015

The Mississippi Department of Marine Resources (MDMR) is recruiting for the job title described below. All candidates interested in applying for this position should submit their cover letter, resume, references, and salary requirements to HR@dmr.ms.gov. Please note the job title in the subject line.

JOB TITLE:	Executive Director's Assistant
ANNUAL STARTING SALARY:	Based on Experience; Minimum \$40,000.00
OFFICE:	Executive Office
LOCATION:	Harrison County/Biloxi, Mississippi
DEADLINE TO APPLY:	June 30, 2015

ESSENTIAL FUNCTIONS: This position will serve as the Assistant to the Executive Director of the MDMR, and provide assistance to the Executive Staff in formulating, directing, and coordinating a wide variety of administrative operations for the Executive Director. Act as liaison between the Executive Director and Executive Staff, MDMR Office Directors, CMR Commissioners, Legislators and general public. Interact with staff and outside entities at all levels and provide concise and relevant information. Perform administrative work supporting the Executive Director, including composing correspondence, preparing reports, processing departmental paperwork, receiving incoming telephone calls and handling mail, as well as maintaining the calendar of events and personal agendas. Assist in the management and organization of special projects and programs. This position serves at the will and pleasure of the Executive Director.

KNOWLEDGE, SKILLS, AND ABILITIES: The ideal candidate will have an excellent ability to prioritize a wide variety of tasks in an office environment, as well as the ability to manage multiple activities simultaneously. A pro-active approach, flexibility and confidentiality on sensitive issues are essential in this role. Must possess effective communication skills, both

verbally and in writing. Knowledge of various office equipment and computer software packages, including Microsoft Office, is required.

EDUCATION & EXPERIENCE REQUIREMENTS:

Education:

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

AND

Experience:

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

OR

Education:

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

AND

Experience:

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

Special Experience:

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the agency in which the position exists. In program areas where special certification is required, the incumbent must be certified and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

Substitution Statement:

Above the Bachelor's Degree related to education and experience may be substituted on an equal basis, except there shall be no substitution for the special experience defined above and two (2) years of line or functional administrative or advanced supervision.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Serves as gateway for all communications with the Executive Director.
2. Maintains calendar and schedules all appointments for the Executive Director
3. Recommends processes and procedures for the efficient and expeditious operation of the Executive Office.
4. Maintains a confidential relationship with the Executive Director, as well as other senior staff.

5. Keeps Executive Director and Executive Staff informed of DMR issues, anticipating needs and problems that may arise.

The Mississippi Department of Marine Resources is an equal opportunity employer.