CONTRACTUAL ANNOUNCEMENT

OPEN DATE: APRIL 17, 2018

POSITION: PROJECTS OFFICER

LOCATION: CENTRAL OFFICE

SALARY: $13.50 HOURLY

CLOSING DATE: APRIL 24, 2018

JOB SUMMARY:
This is professional work in directing project activities in a state agency. Incumbent will assist with grant compliance and serves as the liaison between the department and funding agency. Duties include but not limited to: procurement of grant expenditures and ensuring quotes, requisitions, purchase orders, receiving reports as well as proof of payments are maintained for the proper reimbursement of funds, reconciling grant expenditures to budgets and assisting with the submission of required reporting. The position will also be responsible for processing and maintaining travel documentation for those staff funded under grants and other duties as needed.

* EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:
A Master’s degree from an accredited four year college or university in a field related to the scientific, technological, or specialized functions of the employing agency; and two (2) years of related work experience, one (1) year of which must include line or functional supervision; or

A Bachelor’s degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency; and three (3) years of related work experience, one (1) year of which must include line or functional supervision; or

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); and seven (7) years of related work experience, one (1) year of which must include line or functional supervision.

Substitution Statement:
Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the one (1) year of line or functional supervision.

How to apply:
Interested applicants should submit the attached application no later than APRIL 24, 2018 to:
mdocrecruitment@mdoc.state.ms.us.

Personnel Services Division
633 North State Street
Jackson, MS 39202
(601) 359-5696 (Office) or (601) 359-5612 (Fax)