

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #25-002**

**OPENING DATE: 23 Jul 24    CLOSING DATE: 06 Aug '24    AGENCY: 5709    PIN: 85**

**POSITION: Project Manager**

**STARTING SALARY: \$50,000.00**

**LOCATION OF POSITION: ANG-CRTC, 4715 Hewes Ave., Gulfport, MS 39507.**

**TELEPHONE INQUIRIES: Rhonda Cole (601) 313-6243 DSN: 293-6243**

**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.**

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***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.***

**MINIMUM QUALIFICATIONS:**

1. An equivalent combination of 2 years' education and /or experience in the engineering field.
2. Experience using Microsoft Office and other Engineering-related computer programs.
3. The employee must be physically able to climb stairs and perform moderate levels of exertion to fully examine buildings under construction or equipment during installations.

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

1. Review, reproduce and make changes to existing design drawings or blueprints.
2. Independently conducting site inspections.
3. Maintain and prepare detailed records and reports.
4. Draft and design, using AutoCAD, GIS and plotting software.
5. Report survey findings, and project statuses.
6. Perform other related duties as 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 12/19)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website: [www.ms.ng.mil](http://www.ms.ng.mil), 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 is desired.**

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.

**MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.**