

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #25-028-2**

OPENING DATE: 31 JAN 25

CLOSING DATE: 14 FEB 25

AGENCY: 5709

PIN: 341

POSITION: SUPPLY & STORAGE SUPERVISOR (SERVICES)

STARTING SALARY: \$34,729.75

LOCATION OF POSITION: ANG Combat Readiness Training Center, 4715 Hewes Ave., Gulfport, MS 39507

TELEPHONE INQUIRIES: Mitzy Hopson (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) to: mhopson@mil.ms.gov ; Or Hand Delivered to: STREET ADDRESS: 1410 Riverside Drive, Jackson, MS 39202-1237; Or Mailed to: MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON THE CLOSING DATE.

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. High school education or GED and three (3) years experience in related fields.
2. Supply /Storage; one (1) year of which must have been in a supervisory position.
3. Material control, accounting, and general knowledge of MSDS.
4. Experience with construction materials, tools, and equipment along with experience in stock/tool control.
5. Physical condition of such nature as to permit continuous, moderate to heavy work involving lifting, and moving objects up to 50 pounds.
6. Must possess a valid driver's license and if authorized to operate a government vehicle, have the ability to obtain and maintain a U.S. Government Motor Vehicle Operator's ID card.
7. Must be proficient in Microsoft Office programs (i.e., WORK, EXCEL, and Microsoft Office).

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

1. Execute Air Force DRMO Equipment/turn-in procedures.
2. Maintain the R-14/R-15 supply equipment accountability accounts.
3. Manages the Supply Tracking System for tracking usage of all equipment and supplies.
4. Ability to coordinate state purchase cards, documents, and purchases.
5. Follow-up monitoring of all requisitions submitted to insure the availability of adequate materials, parts, and supplies.
6. Supervises personnel to include timekeeping and the writing of annual evaluations.
7. Coordinate bench stock and supply points.
8. Operates work order parts holding area and coordinate material availability and coordinates with shop supervisors.
9. Prepares and submits proper documents to purchase Hazardous Materials.
10. Prepares necessary input data for requisitioning materials, parts, supplies, and tools in the DOD Supply System.
11. Research Federal Stock numbers, purchase descriptions and source of supply for maintenance and construction projects.
12. Purchases, receives, stores and issues materials for routine job orders, and installation projects.
13. Processes and walks thru "A" priority requisitions.
14. Accomplishes all receipts and issues of tools and is responsible for maintaining the special tools required Services support.
15. Works as a member of the Service Team and performs other duties as assigned.

AREA OF CONSIDERATION: OPEN COMPETITIVE AGO Form 14-R (Revised 1 Oct 14)

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.ng.ms.gov, or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6368). 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.