

MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #25-040

<b>OPENING DATE: 07 JAN '25</b>	<b>CLOSING DATE: 21 JAN '25</b>	<b>AGENCY: 5701</b>	<b>PIN: 1050</b>
<b>POSITION: PROJECT MANAGER</b>			
<b>STARTING SALARY: \$50,000.00</b>			

**LOCATION OF POSITION:** Joint Force Headquarters, Facilities Maintenance Office, 1410 Riverside Dr., Jackson, MS 39202.

**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.**

***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. Bachelor's Degree from an accredited four-year college or university in engineering, engineering technology, architectural technology, architecture, construction technology or related field of study **AND** three (3) years of verifiable experience; ***OR*** High school diploma or GED and six (6) years of verifiable experience. **PROOF OF EDUCATION WITH COPY OF TRANSCRIPT OR DIPLOMA MUST BE SUBMITTED WITH APPLICATION.**
2. Must be able to employ MS Office software and project management software applications.
3. Ability to effectively and professionally work under pressure, in a team-oriented environment, with frequent changes in deadlines and priorities.
4. Must have and maintain a valid and unrestricted State issued Driver's license. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**

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

1. Project documentation validation: validates tenant; verifies scope of project cost, establishes, tracks and maintains reasonable schedule milestones; coordinates site visits; recommends and verifies project delivery method (design-bid-build, construction manager at risk, design-build, etc.) coordinates with environmental work center.
2. Architect/Engineering firm (A/E) selection process: writes A/E scope of work; provides input for advertisement; reviews A/E initial packet; participates in pre-selection process, participates in interview process; A/E firm for contract.
3. A/E contract negotiation: develops detailed cost estimate; assists in contract negotiation.
4. Requests design funding.
5. A/E contract modification: A/E scope of work change; develops detailed cost estimate; reviews A/E cost proposal; participates in contract modification negotiation.
6. Supervision of A/E contract service: coordinates issuance of notice to proceed (all phases); conducts initial design conference; identifies user group; coordinates with each user group; reviews programming charrette information with A/E; reviews and refines data from each user group with A/E; coordinates/develops site survey report; coordinates/develops soil boring report.
7. Design development (projects with consultants): monitors A/E conceptual design efforts; reviews conceptual layout drawing.
8. Requests construction funding.
9. Final Inspection: conducts final inspections and prepares final project inspection report.
10. Maintains record set: reviews record set and post change.
11. Manages warranty and conducts end of warranty inspection.
12. Travels in support of construction process; travels in support of design process. Operates government vehicle.
13. Participate in legal actions.
14. Perform other related duties as assigned.

**AREA OF CONSIDERATION:** OPEN COMPETITIVE AGO Form 14-R (Revised 10Oct 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 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.**