

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #25-057**

OPENING DATE: 16 JAN 25 CLOSING DATE: 30 Jan 25 AGENCY: 5704 PIN: TBD

POSITION: PURCHASING AGENT, SR.

STARTING SALARY: \$39,543.10

LOCATION OF POSITION: NGMS-SRC, MS Military Department, 1410 Riverside Drive, 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. A Bachelor's Degree from an accredited four (4) year college or university in the field of Construction, Engineering, Business or related discipline appropriate to the position and one-year experience in work directly related to the above described duties.

OR

Graduation from a standard four (4) year high school or equivalent (GED) and seven (7) years' work experience related to the below described duties, of which five (5) years' experience **must** be directly related.

2. Proficient in the operation of a computer and knowledgeable in various types of computer software (Word, PowerPoint, Excel, etc.)

3. Possess a valid driver's license and if authorized to operate a government vehicle, must have the ability to obtain and maintain U.S. Government Motor Vehicle Operators ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**

SUBMITTED WITH APPLICATION.

4. Must be able to obtain and hold a Class A Bond.

5. Related experience and related education may be substituted on an equal basis.

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

1. Screen requests for purchase orders to determine type of procurement action required to include State contract compliance.

2. Verify General Ledger to NIGP codes for products requested.

3. Inputs purchase orders for State and Federal funds.

4. Analyzes and maintains a variety of reports in support of the Purchasing section.

5. Serves as one of the technical authorities in the field of procurement for the Military Department Purchasing and Contracting Division (NGMS-SRC).

6. Evaluates quotation for bids as to price, quantity, delivery availability and meeting specifications.

7. Supervises the services contracts, administrative and technical functions of the Purchasing Section.

8. Evaluates Request for Procurement Contract Requests for proper back-up documentation and validity before inputting on web-based system.

9. Plans work procedures, makes assignments to subordinates, and revised purchasing policies and procedures.

10. Solves technical problems by recommending new and revised purchasing policies and procedures.

11. Assumes administrative responsibilities delegated and ensures that the work of the staff is coordinated with other agency activities.

12. Related or similar duties are performed as required or 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 2/18)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard; 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 #601-313-6368). 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.