

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT # 25-064**

**OPENING DATE: 11 FEB 25    CLOSING DATE: 25 FEB 25    AGENCY: 5705    PIN: 116471**

**POSITION: Special Projects Officer – Assistant Manager**

**STARTING SALARY: \$36,692.59**

**LOCATION OF POSITION: Camp Shelby Joint Forces Training Center, Camp Shelby, MS 39407**

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

**APPLICATION MUST BE SUBMITTED BY: EMAIL ADDRESS (Preferred Method) to: [mhopson@mil.ms.gov](mailto: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 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. Associates' Degree from an accredited two-year college in accounting, business administration, or related field of study and three (3) 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 reservation system.
3. Ability to effectively and professionally work under pressure, in 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. Assist in supervision of all personnel within the Lodging operation to include State and Contract employees..
2. Assist managing the Lodging Program to include the Lodging Office, Maid Service Quarters and Special Services (gym, pool, softball fields, campgrounds, pavilions and areas around the lake).
3. Helps manage the Lodging Fund to ensure availability of all accountable documents, supporting documents and financial reports as applicable.
4. Maintains reservation system to issue keys, collect and account for payments, provide receipts and make deposits.
5. Produces scope of work for and maintain janitorial, housekeeping and maintenance contracts.
6. Prepare annual work plans and budgets.
7. Recommends supplies, furnishing and equipment purchases to the Lodging Advisory Council and Funding Council.
8. Coordinates with FCMO and DPW for maintenance and repair of grounds and facilities.
9. Performs other 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 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 11/21)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website: *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 #601-313-6243). 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.