

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #25-079**

**OPENING DATE: 15 APRIL 25    CLOSING DATE: 29 APRIL 25    AGENCY: 5701    PINS: 16**

**POSITION: Special Projects Officer**

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

**LOCATION OF POSITION:** JFH-MS, Camp Shelby Joint Force Training Center, 1001 Lee Ave., 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 THE 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. Bachelor's Degree from an accredited for year college or university in business or related field and ONE (1) year experience in work directly related to described duties. **OR** Associate Degree from an accredited two year college in business or related to described duties. **OR** Graduation from a Graduation form a standard high school or equivalent (GED) and five (5) years' experience in work directly related. Related experience and related education may be substituted on an equal basis.
2. Previous Military Service with Security Clearance Desired.
3. Well versed with Microsoft Office: specifically Word and Power Point.
4. Effective at communicating and briefing to large audiences.

**DUTIES AND RESPONSIBILITIES:** The following are examples of various types of work to be performed for this job class and are not intended to reflect all essential functions associated with the job class.

1. Plan and will facilitate infrastructure sustainment and development of future infrastructure through operational revenue generation.
2. Manager, Civil-Military Projects will accomplish goals by developing and cultivating relationships with local, state, and federal leadership with the purpose of educating as to the operational and strategic capabilities of Camp Shelby Joint Forces Training Center.
3. Identify projects that best compliment Camp Shelby and its mission.
4. Manager will enhance partnerships by hosting visits at Camp Shelby, scheduling office visits and providing briefings to entities such as: The University of Southern Mississippi's Center for Economic Development and Entrepreneurship, Hattiesburg's Are of Development Authority, and other organizations and entities as required.
5. Manager will maintain economic impact data for Camp Shelby, maintain IDIC costs in conjunction with FMO and USPFO approval.
6. Forecast project's economic impact and project's return of investment if state or federal funding is applied.
7. Track unemployment statistical data specifically for the tri county area encompassing Camp Shelby compared to the state and the nation.
8. Maintain an updated capabilities briefing for Camp Shelby Joint Forces Training Center that is standardized for briefings to government and civic organizations.
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 05/22)**. 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.gov](http://www.ms.ng.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 OF 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.

**THE 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 CHECK.**