The Mississippi Department of Education (MDE) is seeking an Office Director II for the Office of Procurement.

**REMARKS/SPECIAL QUALIFICATIONS:**
Position will require the ability to plan, direct, coordinate, and supervise staff to assist with day-to-day operations; extensive knowledge of state procurement rules and regulations; experience with training and providing technical assistance; and have excellent communication and interpersonal skills.

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**
A Master's Degree from an accredited four-year college or university; **AND** seven (7) years in the special experience defined below, six (6) years of which must have included line or functional administrative or advanced technical supervision.

**OR**

A Bachelor's Degree from an accredited four-year college or university; **AND** eight (8) years in the special experience defined below, six (6) years of which must have included line or functional administrative or advanced technical supervision.

**SPECIAL EXPERIENCE:**
Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the unit in which the position exists. In those agencies where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the agency, the incumbent must be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions. Where applicable, minimum requirements shall be sufficient to meet those stated in ‘49-4-15 of Mississippi Code 1972, Annotated.

**Applicants for the position must apply online at** [www.mspb.ms.gov](http://www.mspb.ms.gov). (To inquire about this position, please contact Monique Corley at MCorley@mdek12.org.)

**The deadline for application submission is September 3, 2020.** Applicants selected for an interview will be contacted by phone.