EMPLOYMENT OPPORTUNITY
MISSISSIPPI DEPARTMENT OF EDUCATION
359 North West Street
P. O. Box 771
Jackson, Mississippi 38205-0771
Hinds County

POSITION ANNOUNCEMENT

PROJECTS OFFICER IV, SPECIAL
NON-STATE, TIME-LIMITED
OFFICE OF TECHNOLOGY AND STRATEGIC SERVICES (OTSS)

Starting Salary: $37,261.92

The Mississippi Department of Education (MDE) is seeking a Projects Officer IV, Special for the Office of Technology and Strategic Services. This position will serve as the Executive Assistant to the Chief Information Officer.

RESPONSIBILITIES WILL INCLUDE, BUT NOT LIMITED TO:
• Serve as the primary support to the Chief of Technology and Strategic Services.
• Communicate the directives of the Chief and ensure timely distribution of such information to officials, employees and executive management.
• Make arrangements for travel, conferences, and meetings, maintaining a calendar of such events.
• Verify staff monthly Timesheets/Leave in SPAHRS and serve as the backup Timekeeper.
• Assist in the initiation and preparation of contracts, request for proposals, solicitations, and advertisements for professional services.
• Work with the Office of Procurement to ensure all contracts are submitted timely and accurately according to MDE established guidelines.
• Assist with board items to the State Board of Education for approval.
• Review contractual purchase orders and invoices to ensure compliance with State Purchasing Laws.
• Assists in the recruitment, selection and employment process of applicants for state employment and/or contracts.
• Prepare organizational charts, tables and reports of personnel actions.

SPECIAL QUALIFICATIONS:
• Prior support to executive level management.
• Knowledge of the State of Mississippi Leave Policies.
• Knowledge of the State of Mississippi Purchasing Laws
• Proficiency using Microsoft Office suite, including Word, PowerPoint, Excel, and Outlook.
• Strong multi-tasking abilities with accuracy and attention to detail.
• Excellent written and oral communication skills.
• Maintain a high degree of confidentiality.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:
A Master's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency; AND four (4) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

OR

A Bachelor's Degree from an accredited four-year college or university in a field related to the scientific, technological, or specialized functions of the employing agency; AND five (5) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

OR

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); AND nine (9) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

Substitution Statement:
Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the three (3) years of line or functional supervision.

Applicants must apply online at www.mspb.ms.gov. (To inquire about this position, please contact Debra Hines 601-359-3487 or dhines@mdek12.org.)

The deadline for application submission is May 17, 2021. Applicants selected for an interview will be contacted by phone.

(Mississippi Department of Education is an Equal Opportunity Employer)