EMPLEYMENT OPPORTUNITY
MISSISSIPPI DEPARTMENT OF EDUCATION
359 North West Street
P. O. Box 771
Jackson, Mississippi 39205-0771
Hinds County

POSITION ANNOUNCEMENT

EDUC-BUREAU DIRECTOR II
(NON-STATE SERVICE, TIME-LIMITED)
OFFICE OF TECHNOLOGY AND STRATEGIC SERVICES (OTSS)

Salary Range: $74,119.09 - $129,708.40

The Mississippi Department of Education (MDE) is seeking an Educ-Bureau Director for the Office of Technology and Strategic Services (OTSS). The candidate must possess thorough expertise in the software development lifecycle and project management and expert use of the tools required for every part of the process. Ability to work independently and cooperatively as part of a team. Ability to work under severe time constraints. Must possess analytical and complex problem-solving skills. Excellent verbal and written communication skills, human relations skills and time management skills.

Responsibilities will include:

- Manage IT Projects and work in conjunction with the State IT Department to facilitate agency wide procurement efforts
- Work with the Executive Leadership Team to Develop and Manage an Enterprise Project Portfolio
- Establish project management Standards, including but not limited to, process/procedures, documentation/tracking tools and industry standardized templates to set and manage goals and priorities
- Develop a comprehensive project repository, and analyze past IT projects to improve the ability to estimate cost and resource requirements for future IT projects
- Manage, Develop and Mentor OTSS PMO Team, and increase overall OTSS PM Capacity

Special Qualifications:

- Knowledge of PMI standards and processes, and success in managing IT projects
- Use of project management and work management tools such as MS Project and MS Team Foundation Server
- Experience with Information Technology Project Management and K-12 Education are a plus
- Project Management Professional (PMP) or Program Management Professional (PgMP) certification from the Project Management Institute (PMI) is a plus

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

A Master's Degree from an accredited four-year college or university; AND eight (8) years in the special experience defined below, four (4) 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 nine (9) years in the special experience defined below, four (4) 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 bureau in which the position exists. In those bureaus where registered specialists provide the primary sources of functional and technical knowledge for planning and accomplishing the mission of the bureau, the incumbent must also be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

Documentation Required:
Applicant must attach a valid copy of his/her certification or registration, when applicable.

Applicants for the position must apply online at www.msdp.ms.gov. (To inquire about this position, please contact John Kraman at jkraman@mdek12.org or 601-359-3487.)

The deadline for application submission is March 6, 2020. Applicants selected for an interview will be contacted by phone.

(Mississippi Department of Education is an Equal Opportunity Employer)