

## **Recruitment Notice: MS Development Authority Program Manager**

Recruitment: December 21 - 30, 2016

Annual Salary: \$60,000.00-

Location: Procurement Center/Technical Assistance Bureau in the Minority & Small Business Division

City/State: Jackson, MS in Hinds County

### **Principal Responsibilities include but are not limited to the following:**

- Provide managerial/leadership oversight of the MS Procurement Technical Assistance Program Network; manage the MPTAP budget & provide oversight on regional center budgets; prepare quarterly/annual performance & budget reports; submit annual Solicitation of Cooperative Agreement & SF424 application for funding; maintain understanding of procurement & industry requirements to identify trends, recent developments, etc.; develop/implement effective outreach programs to assure community small business providers, etc. are aware of & encouraged to use PTAC services
- Develop written policies/procedures for the proper operation of the program consistent with the DLA Agreement & MDA guidelines; conduct surveillance reviews of regional centers to ensure compliance with program rules/regs; develop/coordinate/implement the overall marketing program services to small businesses
- Develop/implement/maintain an effective record-keeping/reporting system to document program services (workshops, training, identification of proposals submitted & contract awards, etc.);
- Maintain a system of fund accounting that is compatible with the needs of the Defense Logistics Agency, State of MS & local funding sources; act as a liaison with the Department of Defense funding /contract administration offices
- Provide technical counseling/guidance to clients seeking technical assistance with bid/match/notification assistance, marketing, etc.; promote training seminars, workshops, etc.

### **Educational and Experience Requirements:**

#### **Education/Licensure:**

A Master's Degree from an accredited four-year college; **AND**

#### **Experience:**

Seven (7) years in the special experience defined below, five (5) years of which must have included line or functional administrative or advanced technical supervision;

**OR**

**Education/Licensure:**

A Bachelor's Degree from an accredited four-year college and university; and

**Experience:**

Eight (8) years in the special experience defined below, five (5) 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 source 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.

**Who May Apply:** MDA employees (time-limited and permanent) who have been employed for six months and other applicants

**How To Apply:**

- 1) A State of MS paper application may be obtained from and then submitted to one of these locations:
  - WIN Job Center (Select <http://mdes.ms.gov/win-job-centers/> for local phone numbers and addresses)
  - MS State Personnel Board at <http://www.mspb.ms.gov/> (601.359.1406) (210 East Capitol Street, Suite 800, Jackson, MS 39201)

Note: The job number should appear on the paper application. Complete and submit supplemental questions that pertain to the job description.

*The deadline for submitting State of MS applications is 5:00 pm on the closing date of recruitment.*

- 2) An Electronic application may be submitted through the State Personnel Board website at <http://www.mspb.ms.gov/>

*The deadline for submitting electronic applications is 11:59 p. m. on the closing date of recruitment.*

**Questions-Contact Carol Harris at 601-359-2386.**