

Position:	Projects Officer IV, Special
Library/City	Mississippi Library Commission - Jackson, MS
Date Posted	
Date Expires	10-19-2021
Date Available	
Responsibilities	<p>This is professional work in directing major research and project activities in a state agency with an extremely varied and complex program. Incumbents are responsible for planning, organizing, and coordinating project activities of the agency and directing specific aspects of the overall work program. Duties also include participation in policy formulation of the agency and responsibility for ensuring that this policy is adhered to in the agency's programs, projects, and other activities. Work is performed in accordance with advanced modern economic principles and techniques. Incumbents may supervise subordinates. Incumbents work under the administrative direction of the agency head, and work is reviewed through conferences, personal inspection, written reports, and results obtained.</p> <p>Examples of Work:</p> <p>Examples of work performed in this classification include, but are not limited to, the following:</p> <p>Directs, monitors, and supervises projects, including planning, scheduling, budgeting, analyzing, reporting, controlling, and evaluating functions associated with projects.</p> <p>Originates, prepares, monitors, and presents proposals for special projects; and prepares, negotiates, and administers contracts, subsidies, loans, grants, and interagency agreements associated with such projects.</p> <p>Reviews completed work for soundness of professional judgment, evaluates the accomplishments, publishes the results, and assures timely and adequate completion of projects and activities.</p> <p>Ensures the preparation, submission, and proper execution of budgets for carrying out the assigned mission of the agency.</p> <p>Determines and recommends the special projects organization and staffing plan to the director.</p> <p>Exercises administrative control over special projects staff, assures their proper training, evaluates performance, and recommends promotions and terminations.</p> <p>Counsels regularly with the director and other members of the senior management staff in the promulgation and implementation of policies and procedures.</p> <p>Acts as a liaison and represents the agency before development, business, industrial, and civic groups and state, local, and federal agencies.</p>

Performs related or similar duties as required or assigned

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

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

Experience:

Four (4) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

OR

Education:

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

Experience:

Five (5) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

AND

Experience:

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

Requirements

there shall be no substitution for the three (3) years of line or functional supervision.

Salary: \$37,261.92 / Year

Health/Prescription Insurance

Eligible employees have the opportunity to participate in the state's health and prescription insurance program. Employees may select either single or family coverage with affordable co-payments. More detail can be found at Know Your Benefits.

Wellness Benefits

Employees are eligible for a wellness and health promotion program. This plan provides annual benefits for certain services with first-dollar coverage with no deductible.

Life Insurance

All eligible employees receive an actual term life insurance policy upon employment. The policy coverage is two times the employee's annual salary to a maximum of \$100,000. More detail can be found at Life Insurance Choices.

Optional Insurances

Many agencies offer discounted premiums for dental, vision, and cancer insurance.

Flexible Spending Accounts

Many state agencies provide opportunity for employees to participate in pre-tax spending accounts. These accounts allow employees to withhold childcare expenses and unreimbursed medical expenses prior to application of state and federal taxes.

Paid Personal Leave and Sick Leave

Full-time employees receive paid time off for personal needs and for sick leave. Leave begins accruing after one month of employment and may be used as it is accrued. Employees earn approximately 18 days of personal leave annually and 12 days of sick leave annually.

Military Leave

In accordance with federal law, all employees serving in the armed forces or the military reserves are entitled to 15 days per year for military training.

Holidays

Employees receive up to 10 paid holidays to enjoy many of our nation's celebrations with family and friends.

Retirement Programs

The State of Mississippi provides all its employees a Defined Benefit/Defined Contribution Retirement Program. Employees become vested in the State's retirement system after 8 years of employment. Both you and your employing agency contribute toward your retirement. More detailed information regarding the State's retirement program can be found at <http://www.pers.state.ms.us>

Deferred Compensation

State agencies offer several opportunities for their employees to participate in a deferred compensation voluntary retirement savings plan. More information can be found at Deferred Compensation.

Salary & Benefits

State Credit Union
 All state employees are eligible to participate in the Mississippi Public Employees' Credit Union. This organization offers state employees special savings and borrowing plans. For more information about this program, call 601.948.8191.

Tuition Reimbursement
 Many state agencies provide opportunities for their employees to achieve higher education through tuition reimbursement. Common programs include medical and nursing fields, accounting, and business/administrative fields.

Career Development and Training
 The Mississippi State Personnel Board offers several management and administrative certification programs, as well as professional development courses to enhance employee value to the agency. Individual agencies also offer technical training and allow membership in professional organizations to employees in their specific fields of employment.

Promotional Opportunities
 Employees who have completed 6 or more months of service are eligible for promotional opportunities within state government employment. Minimum qualifications must be met.

Career Ladders
 Many job classifications provide career-ladder opportunities based upon attainment of competencies. These career ladders can increase an individual's salary, provided funds are available within the agency.

Contact Please go to <http://www.mspb.ms.gov/> and fill out application.

Location (Library or institution name) Mississippi Library Commission - Jackson, MS

Place/Environment Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Develops, administers, and monitors the operation of program/project activities in a state agency.
2. Prepares and administers proposals, contracts, grants, and/or agreements related to specific programs/projects of the agency.
3. Provides assistance and information to agency personnel, public and private agencies, and/or the general public.