

# **REQUEST FOR APPLICATIONS**

**Contract Worker Position  
for an Administrative Assistant**

**RFx No: 3140001272**

**Smart No: 1450-18-R-RFQI-00007**



**ENHANCE ★ PROTECT ★ CONSERVE**

Mississippi Department of Marine Resources  
1141 Bayview Avenue  
Biloxi, Mississippi 39530

Contact: Valerie McWilliams - [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

## **Introduction**

The Mississippi Department of Marine Resources (MDMR) is currently seeking one part-time contract worker for the position of Administrative Assistant for the Executive Director's Office. The MDMR manages all marine life, public trust wetlands, adjacent uplands, and waterfront areas to provide for the balanced commercial, recreational, educational, and economic uses of these resources consistent with environmental concerns and social changes. This is a contract position for a period not to exceed one year.

## **Scope of Work/Job Duties**

The position includes, but is not limited to, the following job duties:

- Assists and supports executive staff in performing daily activities.
- Maintains a confidential relationship with executive staff.
- Keeps executive staff informed of MDMR issues, anticipating needs and problems that may arise.
- Fill-in for Executive Director's Assistant when needed.
- Provides back-up to front-desk reception when needed.
- Drafts and/or types correspondence.
- Receives and distributes mail when needed.
- Receives and routes and/or takes messages for incoming and outgoing telephone calls.
- Maintains calendar of events and personal agendas when needed.
- Uses basic office equipment including a copy machine, computer, fax machine and calculator in performing office supporting functions.
- Maintains department files and records.
- Organizes and schedules meetings when needed.
- Prepares and disseminates written and verbal information on projects/programs.
- Researches and collects requested information.
- Conducts oneself in a professional and consistent manner.
- Meets deadlines and prioritizes work assignments.
- Performs other duties as assigned.

## **Minimum Qualifications**

The minimum qualifications which the MDMR is seeking for this position include:

- **Education:** Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);
- **Experience:** Seven (7) years of experience related to the described job duties; knowledge of Microsoft Office, including Outlook, Word, Excel, and PowerPoint;

- **Preferred Experience:** Administrative Assistant work experience supporting multiple senior management positions; and
- **Other:** Must possess a valid Mississippi driver's license or driver's license from another state (Mississippi residents must have a Mississippi driver's license). MDMR will verify the driver's license. Must be able to lift up to 20 pounds.

### **Compensation and Hours Worked**

This position pays \$20.00 per hour. The individual will need to be able to work flexible hours each week depending on the need of the agency. The hours will not exceed 1040 hours a year. There are no benefits with this position.

### **Instructions for Applying**

- Complete and **sign** the attached Application (all requested information must be completed).
- Attach your resume describing your education and prior work history, including relevant work experience.
- Attach a list of at least three references (name and current contact information, including phone number and email, if available). References familiar with your job performance skills are preferable. If MDMR is unable to contact your references based upon the contact information you provide, your application may be rejected.

You may submit your application packet (all of the above) in one of three ways:

- Via email to [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov);
- Via U.S. mail, postage prepaid, to:
  - Procurement Director, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to the Procurement Director at the above address.

The **deadline** for receiving applications is **March 1, 2018 at 10:00 a.m.** Late applications will not be accepted.

You may be required to interview in person at MDMR in Biloxi, Mississippi, or by telephone.

### **Questions/Requests for Clarification**

All questions and requests for clarification must be submitted by email to:

**Valerie McWilliams, Procurement Specialist at [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)**

The MDMR will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the contact person.

### **Equal Opportunity Statement**

MDMR will select the worker for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.