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# **Mississippi Department of Marine Resources**

# **Contact:** [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

**REQUEST FOR APPLICATIONS**

**Information Technology Analyst**

**Introduction**

The Department of Marine Resources is currently seeking applications for the position of Information Technology Analyst. This position will be responsible for, but not limited to: creating, editing, and maintaining geographic data; utilizing geodatabases; performing spatial analysis; developing custom map products; and, supporting general IT infrastructure needs of the agency.

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. GIS technology is utilized by the department as a tool to integrate and analyze multiple data sources to aid management decisions.

**Scope of Work/Job Duties**

The scope of work/job duties for this position will include:

* Conducting project assignments, research, and analysis;
* Creating and editing data, and data acquisition;
* Integrating data into existing data structure;
* Maintaining accuracy and integrity of data;
* Analyzing geographic data;
* Utilizing the GIS software and data to produce cartographic output;
* Appling technical knowledge to departmental projects;
* Preparing written reports, communication, or correspondence on behalf of the department;
* Presenting formal/informal updates on project status; and,
* Other duties as assigned.

**Minimum Qualifications**

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

* Must possess a Bachelor’s Degree in geography, cartography, engineering, coastal or marine science, biological, physical, or computer sciences or GIS related field from an accredited four-year college or university; and,
* Must possess a valid driver’s license (Mississippi residents must have a Mississippi driver’s license). MDMR will verify the driver’s license.

**Knowledge, Skills, and Abilities**

Applicants should have the following knowledge, skills, and abilities:

* Completion of a college-level course in GIS or have adequate experience using GIS;
* Experience with the ESRI ArcGIS suite of software products 10.x;
* Experience in ArcGIS editing environment;
* Basic experience with geoprocessing tools;
* Good communication and organizational skills;
* Knowledge of basic geographic principles;
* Hands on experience with text files, Excel, and databases;
* General understanding of cartographic principles; and,
* General knowledge of managing and processing data.

**Compensation and Hours Worked**

This position pays $16.00 per hour and is for 40 hours per week and up to 20 hours per month in overtime with prior approval from direct supervisor. MDMR reserves the right, in its sole discretion, to increase the hourly rate of pay in the future based upon merit, cost-of-living increases, or increases in job duties.

**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). 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 Office, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
* Via hand delivery to the Procurement Office at the above address.

The **deadline** for receiving applications is **July 16, 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:

**Michelle Williams, Sr. Contract Analyst 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, national origin, sex, religious creed, age, or disability.