**REQUEST FOR APPLICATIONS**

**Hatchery Manager Contract Worker Position**

Mississippi Department of Marine Resources

1141 Bayview Avenue

Biloxi, Mississippi 39530

Contact: Michelle Williams - [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

**Introduction**

The Department of Marine Resources is currently seeking one contract worker for a Shellfish Hatchery Manager.

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.

**Scope of Work/Job Duties**

This is advanced senior level technical scientific work with responsibility for providing scientific expertise in the area of marine aquaculture. Considerable knowledge of the coastal habitat for marine fisheries, the various species typically found in Mississippi Coastal waters, and the laws, rules, processes, procedures, and ordinances affecting the marine environment and fisheries is necessary for the successful performance of the job. Operations include broodstock management, live feeds production, larval and juvenile husbandry, health management and execution of experimental protocols. The work is performed with independence and requires considerable judgment and discretion. Supervision is received from a DMR-Marine Manager or other higher-level scientist through periodic meetings and conferences.

* Project management, including planning, statements of work, budgets, and scheduling.
* Coordination among staff and multiple stakeholders to achieve program goals
* Oversee, conduct, monitor and interpret research projects or special studies and translate outcomes and results
* Manage the implementation of experimental designs
* Monitoring process variables and biological status of marine cultures
* Equipment monitoring including preventative maintenance and repair
* Data recording and record keeping
* Oral and written reports of activities
* Following oral and written instructions
* Participating in planning, execution, and reporting of experiments
* Weekend, evening, and holiday hours as needed

**Minimum Qualifications**

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

**Preferred Education and Experience**:  Bachelor's or Master's Degree from an accredited college or university in, Aquaculture, Fisheries Biology, Marine Biology, Ichthyology, Fisheries Management, Aquatic Ecology, Biological Science or closely related field and three (3) years of experience related to the described duties.

**Education and Experience**:  A Bachelor's Degree from an accredited four-year college or university in Marine Biology, Biology, Fisheries Biology, Biological Science, Marine Ecology, Ichthyology, or a related field and **f**our (4) years experience related to the described duties.

**Knowledge, Skills, and Abilities**

The ideal candidate will have previous coursework in biological sciences and knowledge of water chemistry. Candidate must be able to work well individually as well as within a team. The applicant should have strong interpersonal skills, basic computer skills, excellent observational skills and problem solving skills as well as a keen interest in aquaculture. This position will require interaction with faculty, staff, research scientist and some interaction with the public. The ideal candidate should demonstrate strong verbal, written communication, presentation, and problem solving skills. The candidate should have the ability to train staff and be able implement multiple project tasks simultaneously. This position requires knowledge and experience relating to bivalve aquaculture and water chemistry. Candidate must be able to lift and manipulate 30 pounds and work outdoors in uncomfortable environments (i.e. hot, humid).

**Compensation and Hours Worked**

This position pays $20.00 per hour, and is for 40 hours per week.

**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:
  + Michelle Williams, Contract Analyst, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
* Via hand delivery to Michelle Williams at the above address.

The **deadline** for receiving applications is **April 6, 2017 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, Contract Analyst**

[**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 vendor for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.