



Mississippi Department of Marine Resources

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

# **REQUEST FOR APPLICATIONS**

## **Oyster Hatchery Manager Contract Worker**

## **Introduction**

The Department of Marine Resources is currently seeking one contract worker for an Oyster 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**

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

- 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;
- Monitor 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;
- Follow oral and written instructions;
- Participate in planning, execution, and reporting of experiments;
- Provide assistance, as needed, on weekends and holidays; and,
- Perform other duties as assigned.

## **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 three (3) years of experience related to the described duties.

### **Compensation and Hours Worked**

This position pays \$21.00 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, 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 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 **June 8, 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** [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 candidate for these services without regard to race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws.