



**Request for Qualifications – *Revision #1***

***Contract Position – Special Projects Officer  
within the Bureau of Alcohol and Drug  
Services***

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**Date: ~~October 24, 2016~~ **December 1, 2016****

## **Introduction**

The Mississippi Department of Mental Health (DMH) certifies, provides and/or financially supports a network of services for people with mental illness, intellectual/developmental disabilities, substance use disorders and/or other dementia. It is DMH's goal to improve the lives of Mississippians by supporting a better tomorrow...today.

The contract worker position for a Special Projects Officer is housed within DMH's Bureau of Alcohol and Drug Services (BADS). BADS is responsible for the administration of state and federal funds utilized in the prevention, treatment and rehabilitation of persons with substance abuse problems. The overall goal of the state's substance abuse service system is to provide a continuum of community-based, accessible services, including prevention, outpatient, detoxification, community-based primary and transitional residential treatment, inpatient and recovery support.

## **Deadlines/Timelines**

Contract Worker RFQ Issue Date	<del>Monday, October 24, 2016</del> <b>December 1, 2016</b>
Resume Submission Deadline	<del>Tuesday, November 8, 2016</del> <b>Thursday, December 15, 2016</b>
Interview Dates	<del>Thursday, November 10, 2016</del> <b>Tuesday, December 27, 2016 (tentative)</b> <i>(Time to be scheduled with applicants meeting qualification requirements after the submission deadline.)</i>
Selection Completed	<del>Tuesday, November 15, 2016</del> <b>Friday, December 23, 2016</b>

## **Submissions/How to Apply**

To apply for this position, please submit your resume to Ina Jordan via email at [ina.jordan@dmh.ms.gov](mailto:ina.jordan@dmh.ms.gov) by 5:00 P.M. CST on ~~Tuesday, November 8, 2016~~ **Thursday, December 15, 2016**. Resumes received after this date and time will not be considered for this position.

The resume should describe your education and prior work history, including all relevant work experience. The resume should include the name and current contact information of at least three references, preferable references familiar with your job skills. The resume should include your current contact information (address, email and phone number).

## **Characteristics of Work**

This a contractual position through the Mississippi Department of Mental Health (MDMH), hereafter referred to as "Agency," in which the applicant agrees to perform duties to support the development and promotion of employment opportunities for people with intellectual and

developmental disabilities. Work is subject to review from the Division, Bureau, and Executive Directors to whom the applicant reports.

### **Examples of Work**

*Examples of work performed in this position include, but are not limited, the following:*

- Enters data, runs reports, and provides technical support for a web-based tool used to collect data for alcohol and drug analysis.
- Prepares reports from the web-based tool for presentation to decision-making committees.
- Recommends upgrades and improvements for the web-based collection tool.
- Directs, monitors, and supervises special projects, including scheduling, budgeting, analyzing, reporting, and evaluating.
- Originates, prepares, monitors and presents proposals for special projects.
- Prepares and presents budgets for special projects.
- Negotiates and administers contracts for special projects.
- Procures necessary commodities for special projects.
- Provides reports to supervisor as requested, regarding progress, budgeting and evaluation of special projects.
- Acts as a liaison and represents the agency before development, business, industries, civic groups, and state, local and federal agencies.
- Makes recommendations to supervisors regarding changes and improvements to special projects.
- Provides a document of recommendations for additions and deletions of special projects to supervisor on annual basis for budgeting purposes.
- Performs related or similar duties as required or assigned by supervisor.

## **Minimum Qualifications**

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.

## **Compensation and Hours Worked**

The agency agrees that total contract compensation will be at a rate of up to \$19.00 per hour.

The Contract Worker is subject to the proper withholding of state and federal income taxes and social security.

Work is requested on an as needed basis, not to exceed 40 hours per week.

## **Selection Process**

The hiring department representative will review all resumes which contain the required information and are submitted within the stated timeline. The hiring department representative will select the most qualified candidates for the interview based on the required educational experience and work experience. After the interviews have been completed, the representative will select the top candidate for employment.

### *Evaluation Criteria*

The following evaluation criteria will be utilized (100 point scale):

- Required educational experience – up to 40 points
- Required work experience – up to 40 points
- Ability to perform stated examples of work based on interview – up to 20 points

## **Contract Dates**

The start date for this contract is estimated to be ~~November 21, 2016~~ **January 2, 2017** with an end date of June 30, 2017.