

**Mississippi Department of Mental Health  
Bureau of Administration  
239 North Lamar Street  
1101 Robert E. Lee Building  
Jackson, MS 39201**

**www.dmh.ms.gov  
(601) 359-1288**

**Projects Officer IV, Special  
Bureau of Alcohol and Drugs**

This position is a time-limited position available in the MS Department of Mental Health's Bureau of Alcohol and Drugs. The incumbent will serve as a liaison between sub-grantees and the project director. They will also provide training and technical assistance to sub-grantees; assist with the development and facilitation of grantee meetings; support project director with sub-grantee quarterly reports and feedback; monitor and report progress on data submission and collection; and perform other job duties as assigned by the project director.

**Minimum Qualifications:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

**Education:**

A Master'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:**

Four (4) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

OR

**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.

**Substitution Statement:**

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the three (3) years of line or functional supervision.

**Essential Functions:**

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Develops, administers, and monitors the operation of program/project activities in a state agency.
2. Prepares and administers proposals, contracts, grants, and/or agreements related to specific programs/projects of the agency.
3. Provides assistance and information to agency personnel, public and private agencies, and/or the general public.

**Starting Salary:**

\$36,176.62

**Deadline to apply: July 24, 2017**

**The job will be posted on MSPB.MS.GOV**

Print and complete a copy of the MS State Employment Application available at <http://www.mspb.ms.gov/media/6595/application%20word%20template.pdf>.

If you have questions, please contact the Division of Human Resources, MS Department of Mental Health, 601-359-1288.