

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

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

**Special Projects Officer, IV
Bureau of Outreach and Planning**

This position is available in the MS Department of Mental Health's Bureau of Outreach and Planning and reports to the Chief of Staff. Responsibilities include but are not limited to: assist with the writing and graphic design of agency outreach materials, track media coverage and outreach activities through the use of spreadsheets or other databases, assist in the preparation of regularly scheduled reports, serve as back-up for telephone calls, and general clerical duties such as plan meetings and take minutes, coordinate daily/weekly timesheets and leave requests, schedule meetings and manage Bureau calendar, and travel requests, etc.

Preference will be given to those with:

- ❖ Experience in creating spreadsheets and tracking data
- ❖ Working knowledge about the Mississippi Department of Mental Health
- ❖ Experience in developing reports
- ❖ Strong organizational skills and the ability to multi-task
- ❖ Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- ❖ Time management skills and the ability to prioritize work
- ❖ Excellent communication skills – written and verbal
- ❖ Experience in Adobe Photoshop and/or other graphic design software

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.

Salary: \$36,176.62

Deadline to apply: April 23, 2019

Note: All interested applicants must complete the application process through NEOGOV with the Mississippi State Personnel Board at www.mspb.ms.gov. Instructions are detailed in the Job Seekers tab. Please submit a resume with your application.

If you have questions, please contact Toni Johnson at the MS Department of Mental Health 601-359-6244.