



Request for Applications

Purchasing Agent/Property Officer

**Contact: Toni Johnson
MS Department of Mental Health
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Date: September 26, 2019

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...one person at a time.

The short-term contract worker position for the Purchasing Agent/Property Officer is available in the MS Department of Mental Health’s Bureau of Administration. This is administrative work in directing the purchasing area of a state agency. Experience with state purchasing of commodities, equipment, and contractual services, and the associated entry of these purchases in the MAGIC accounting system is preferred. Also preferred is experience with property inventory and property audits.

Deadlines/Timelines

Contract Worker RFA Issue Date	Thursday, September 26, 2019
Resume Submission Deadline	Friday, October 11, 2019 10:00 a.m. CST
Interview Dates	Tuesday, October 15, 2019
Selection Completed	Thursday, October 17, 2019

Submissions/How to Apply

To apply for this position, please submit your resume to Toni Johnson via email at Toni.Johnson@dmh.ms.gov by 10:00 A.M. CST on Friday, October 15, 2019. 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 Certified Peer Support Specialist program. 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:

- Establishes and maintains property records showing location of equipment, cost, date of acquisition, and other desired information.
- Verifies invoices and classifies material and supplies for coding on inventory records.
- Performs annual internal inventory and prepares reports.
- Keeps a current record of state-owned property.
- Prepares routine purchase orders for supplies, materials, equipment, and services.
- Distributes equipment to agency personnel.
- Prepares and administers proposals, contracts, grants, and/or agreements related to specific programs/projects of the agency.
- Provides assistance and information to agency personnel, public and private agencies, and/or the general public.

Minimum Qualifications

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.

Compensation and Hours Worked

The agency agrees that total contract compensation will be at a rate of up to \$20.00 per hour with a total fee not to exceed \$15,000.00 during the contract term. The Contract Worker is subject to the proper withholding of state and federal income taxes and social security.

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 certifications and work experience. After the interviews have been completed, the representative will select the top candidates for employment.

Evaluation Criteria

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

- Required education – 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

Special preference will be given to those with:

- ❖ Working knowledge and experience in purchasing of commodities and equipment
- ❖ Experience using the Mississippi Accountability System (MAGIC)
- ❖ Specific experience with property inventory
- ❖ Specific experience in conducting and participating in property audits

Contract Dates

The start date for this contract is estimated to be October 21, 2019 with an end date of January 31, 2020.

End of Page