

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #17-139**

**OPENING DATE:** 02 Oct 17    **CLOSING DATE:** 16 Oct 17    **AGENCY:** 5709    **PIN:** 285

**POSITION: GIS PROGRAM COORDINATOR**

**STARTING SALARY:** \$37,562.13

**LOCATION OF POSITION:** 172<sup>nd</sup> Airlift Wing, 141 Military Drive, Jackson, MS 39232

**TELEPHONE INQUIRIES:** Mr. Phil Hardy (601) 313-6368 DSN: 293-6368

**APPLICATION MUST BE SUBMITTED TO:** MS Military Department, ATTN: NGMS-SRP, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.  
**APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.**

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**SPECIAL CONDITION:** *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

**MINIMUM QUALIFICATIONS:**

1. Bachelor's Degree from an accredited four year college or university in Geography, Geology, Forestry, Hydrology Architecture or related field with one (1) year experience in work directly related to the below described duties; or graduation from a standard high school or equivalent (GED) and four (4) years of experience in work directly related to the below described duties. Related experience and related education may be substituted on an equal basis. **PROOF OF EDUCATION WITH COPY OF TRANSCRIPT OR DIPLOMA MUST BE SUBMITTED WITH APPLICATION.**
2. Must have a valid state Driver's License. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**

**DUTIES AND RESPONSIBILITIES:** (Not all inclusive, will be fully explained during interview)

1. Principal technical assistant to the Base Civil Engineer regarding the implementation and utilization of geographic information systems (GIS). Performs required statistical analysis to support the overall MS ANG GIS Geobase program. Provides GIS technical support to other MS ANG activities and sites required.
2. Implements GIS projects as required by the MS ANG GIS program. Plans GIS project design and designs spatial and relational databases. Analyzes spatial, spectral and relational data for natural and cultural resources application. Performs quantitative analysis of biological and geographical data and uses statistics to perform required analysis of that data.
3. Monitors computer system performance and serves as a client support administrator. Installs new versions of software and hardware as required. Performs periodic backups, maintains adequate security and ensures supplies are available as needed.
4. Analyzes existing computer programs and makes corrections and enhancements as needed. Tests new computer programs to determine usefulness and applicability to the mission. Recommends program alterations and customizes software for specific needs as required.
5. Maintains databases, digitizes map layers and keeps all base map layers up to date. Identifies sources of data, develops coding structures for non-graphical data and documents information about the contents of the database.
6. Responsible for implementation of a document management system which serves as the historical repository of facility data pertaining to real property records, costs accounting, inspection results, etc.
7. Serves as administrator for the Sharepoint website, ensuring the site is up to date and provides relevant information for installation personnel. Administrator for all geospatial hardware and software infrastructure, which includes the implementation and support of all GIS applications and databases.
8. Willingness to learn new computer aided drafting programs to help with construction and engineering tasks.

**AREA OF CONSIDERATION: OPEN COMPETITIVE**

**SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES**

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

**RESUMES WILL NOT BE ACCEPTED.** Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 2/17)**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: NGMS-SRP, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6368). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

**PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED.** Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

**APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED.** Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

**SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.**

**Military membership is desired.**

**INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.**

**MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.**