

Mississippi Development Authority Recruitment Notice

The Mississippi Development Authority is an Equal Opportunity Employer and will fill these positions without regard to Age, Race, Religion, National Origin, Color, Sex, Marital Status, or Disability

Job Title: MDA Bureau Manager – Will and Pleasure

Special Notes: Some Overnight Travel.

Recruitment: January 10 to January 18, 2019

Annual Salary: \$62,097.75

Location: Visit Mississippi Division

City/State: Jackson, MS in Hinds County

Principal Responsibilities include but are not limited to the following:

- Oversee and prepare Visit Mississippi budget
- Monitor overall spending of division and program areas within division
- Make budget modification recommendations to management
- Monitor contracts regarding performance, review contract invoices and approve for payment
- Act as liaison to special projects between Visit Mississippi and MDA Divisions
- Oversee Tourism Development Grant Program and Visit Mississippi Marketing Match Grant Program
- Liaison for Mississippi Tourism Rebate Program
- Participate in national and regional tourism meetings as needed
- Participate in statewide conferences, seminars and meetings related to tourism development
- Work with MDA Accounting on budget and contracts
- Visit Mississippi point of contact for MDA and Statewide Tourism Partners in the Director's absence

Educational and Experience Requirements: Refer to attached Class Specification

Who May Apply: MDA employees and the general public.

How To Apply:

Interested candidates should submit their Resume or a State of MS application to the Human Resources Division (501 North West Street, Suite 409C, Jackson, MS 39201 or Post Office Box 849, Jackson, MS 39205) or to mdahumanresources@mississippi.org by 5:00 p.m. on the closing date of recruitment.

MDA complies with E-Verify which is an internet based system operated by the Department of Homeland Security in partnership with the Social Security Administration that allows participating employers to electronically verify the employment eligibility of their newly hired employees.

Characteristics of Work**Benefits**

This is managerial work in planning and directing the activities of a bureau within the Mississippi Development Authority. Work involves formulating, directing, and controlling the operations of a bureau through subordinate personnel. Incumbent establishes objectives, standards, and control measures within the context of broad, general policy guidelines for programs having significant statewide impact. Incumbent also determines major bureau policy and provides input into other significant division operations. Contacts outside the immediate agency require tact and diplomacy in discussing important and controversial subject matter. Work is subject to infrequent review by an administrative superior through conferences and reports.

Examples of Work:

Examples of work performed in this classification include some of, but are not limited to, the following:

Manages and oversees work of subordinate personnel.

Assists in setting bureau goals and monitors performance.

Ensures coordination of activities of the bureau with other bureaus within the division.

Gives administrative leadership to all phases of programs within the bureau.

Maintains effective public relations with other state agencies and the public, including interpretation and advocacy of agency policy.

Recommends appointment of personnel as needed.

Performs analysis of the bureau, economy, efficiency, and quality of bureau operations and services to make recommendations for improvements.

Conducts research in one or more of the following areas to obtain relevant information: fiscal, economic, non-technical legal, legislative, and publications.

Researches and analyzes bureau or community needs to determine program directions and goals.

Makes presentations to community groups and the general public to explain and interpret agency purposes, programs, and policies.

Develops marketing plans for the Bureau and oversees budget administration of multiple program areas.

Researches and oversees the writing and application process for appropriate grant opportunities for the bureau.

Oversees the legalities and administration of the grant project, once a grant is received.

Determines/evaluates which MDA funding program (incentive) is applicable with the specific project being managed.

Works through the division director to recommend the level of funding assistance needed from the appropriate funding programs to the MDA executive team / CFO.

Provides strategy and direction on how to effectively communicate agency programs, initiatives, and activities to the public.

Maintains accurate documentation/reports for project activities, milestones, and outcomes.

Performs related or similar duties as required or assigned.

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/Licensure:

A Master's Degree from an accredited four-year college;

AND

Experience:

Seven (7) years in the special experience defined below, five (5) years of which must have included line or functional administrative or advanced technical supervision;

OR

Education/Licensure:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

Eight (8) years in the special experience defined below, five (5) years of which must have included line or functional administrative or advanced technical supervision.

Special Experience:

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the bureau in which the position exists. In those bureaus where registered specialists provide the primary source of functional and technical knowledge for planning and accomplishing the mission of the bureau, the incumbent must also be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

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:

Performs all functions and exercises full authority necessary in administering the operations of an administrative bureau.

Plans, directs, and coordinates the activities of a bureau through division directors and other subordinate

personnel.

Formulates policies, rules, and regulations as necessary.

Approves budget requests and expenditures.

Physical Requirements:

PHYSICAL REQUIREMENTS:

These requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations are possible.

Physical Activities: The incumbent is occasionally asked to reach, and handle; frequently asked to stand, feel, talk, and hear; occasionally required to balance, tote, and kneel; and rarely asked to climb and crawl.

Physical Demands: The incumbent typically performs work that requires him/her to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body. Worker sits most of the time. Worker occasionally walks and stands.

Visual Requirements: The incumbent must be able to see objects clearly at 20 inches or less, and at 20 or more feet. In addition, incumbent must be able to adjust his/her eyes to bring objects into focus.

Working Conditions: The incumbent typically works in a quiet work environment, and is exposed rarely, and sometimes occasionally, to adverse environmental conditions including, but not limited to extreme heat, cold, wetness and humidity, close quarters, dust, and odors.

Interview Requirements:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.

Competencies:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity

by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work. Meets deadlines. Work product is of a high quality. Follows through on assigned tasks until they are completed correctly. Takes ownership of tasks and duties.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meet and/or exceed the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers. Obtains first-hand customer information and uses it to improve projects and/or services.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward for state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards and mistakes. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit. Works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork. Continuously evaluates, adapts, and copes effectively with change. Allows self and others to make mistakes and learns from those mistakes. Adheres to high ethical standards.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross-cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict issues. Encourages others through positive reinforcement. Expresses facts and ideas both verbally and in writing in a clear, convincing and organized manner, helping others translate vision into action. Models appropriate behavior. Recognizes and develops potential in others; mentors. Builds constructive and effective relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives nonverbal cues, such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information. Listens to others and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns as well as outcomes and progress throughout the course of an activity. Provides thorough and accurate information. Can accurately restate the opinions of others even when he/she disagrees.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills. Uses training, feedback, or

other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas. Is committed to and actively works to continuously improve himself/herself.

TECHNICAL COMPETENCIES:

Technical Proficiency: The ability and willingness to exhibit competency in the technical areas needed to do a specific job.

Prepares memorandums that will be sent to the Governor's office updating the Governor of high priority projects, and/or requesting his attendance at certain project events. Monitors media to ensure accuracy of information relating to agency. Seeks, hires, and manages personnel for program manager and associate positions. Researches appropriate regulations related to bureau's policy, and provides analysis to stakeholders. Evaluates and interprets Request for Proposals (RFPs) for new investment projects. Identifies errors or deficiencies in standard applications, grants, requests, and formal responses. Develops strategies and policies with training providers to deliver efficient training models for businesses. Conducts workshops throughout the state on specific grant and loan programs. Analyzes and implements basic accounting skills. Analyzes state, local, and federal funding programs applicable for investment projects. Maintains knowledge of Generally Accepted Accounting Practices (GAAP). Researches and applies for large federal grants. Prepares accurate budget and production forecasts.

Workflow Management: The ability and willingness to perform work within defined specifications and timelines and to manage conflicting priorities.

Prioritizes tasks/assignments/projects to ensure each is completed by assigned deadline. Completes and conducts follow-up of Bureau Marketing Plan initiatives on time and on budget. Analyzes work and delegates tasks to subordinates based upon their job duty and skill set. Articulates goals and responsibilities clearly to staff. Allocates resources to maximize results. Manages time effectively, multitasking as needed to finish tasks prior to their deadline(s) for completion. Efficiently manages and delivers last-minute project requests. Assigns internal and external partners specific duties and assignments to be performed. Uses live production reports to monitor workflow and identifies obstacles to achievement. Understands and respects deadlines of other departments and bureaus within the agency and works to meet those established deadlines. Holds regularly scheduled operational meetings to review performance and makes adjustments to improve workflow. Establishes measurable and attainable goals. Develops internal and external quality control systems. Models and motivates others to perform good quality work in a timely manner. Provides training opportunities for staff to successfully implement new assignments, technologies, and strategies.

Problem Solving/Decision Making: The ability and willingness cooperate with other employees in identifying and solving problems in order to effectively and efficiently complete assigned tasks

Handles very difficult negotiations to resolve complex problems or issues. Interprets and analyzes pertinent laws, policies, and procedures to make recommendations for improvements and resolve problems. Maintains the proper relationship with subordinates and co-workers in order to facilitate effective solutions to problems. Displays and initiates professional decision-making in all bureau tasks and tourism client communications. Identifies and coordinates with appropriate divisions or division managers within the agency to accomplish the tasks assigned. Determines alternate solutions to external/internal problems that will occur in project management. Solicits the input of others to maintain and ensure accuracy. Encourages staff to work through difficult issues as a learning tool to mature in their job development. Strongly promotes diversity and inclusiveness. Identifies and seeks to solve problems, and prevents and/or resolves conflict issues. Evaluate key technical staff, internal and external, to bring into the project to help resolve any problems. Includes colleagues in the team's problem-solving and decision-making. Makes timely recommendations to keep projects on track and keeps Mississippi tourism sites competitive with other destinations. Understands internal and external issues, and knows when to seek input from coworkers and supervisors.

Stakeholder Relations: The ability and willingness to interact and communicate effectively with stakeholders.

Develops and implements strategic alliances with local economic development organizations to enhance program delivery. Effectively uses communication and management skills training to accomplish the mission and goals of the agency. Provides proactive communication with stakeholders regarding programs, projects, and agency initiatives. Develops and maintains relationships with local tourism development staff and tourism destinations across the state. Demonstrates ability to engage culturally diverse professionals. Provides technical assistance to stakeholders to give them the knowledge needed to administer different programs. Enhances stakeholder confidence by producing reliable budget and financial reporting information. Advocates on behalf of the bureau for effective change. Supports transparency in responding to stakeholder inquiries. Exercises diplomacy in contentious situations with stakeholders. Identifies potential future stakeholders who may further the division's mission. Maintains positive agency image when communicating with the media, public and stakeholders. Accepts appropriate opportunities to speak to the public about division and bureau programs. Prepares and delivers presentations on tourism subjects to internal/external audiences.