

## 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-Program Manager III

**Special Notes:** Some overnight travel is required. This is a Time Limited position.

**Recruitment:** March 15, 2018 thru March 27, 2018

**Annual Salary:** \$43,559.27

**Location:** Energy and Natural Resources Division

**City/State:** Jackson, MS in Hinds County

### **Principal Responsibilities include but are not limited to the following:**

- Identify appropriate energy efficiency technologies and sources of capital for clients, utilizing knowledge of loan and grant programs and private fund sources that will enhance Energy and Natural Resources' (ENRD's) programs;
- Manage activities involved with development, planning, implementation, and evaluation of various programs and events, including budgeting and analysis of information collection from the program or events;
- Market ENRD programs to relevant public and private sector clients and track the outcomes;
- Knowledge and ability to perform energy audits in buildings and facilities is desirable;
- Familiarity with mechanical equipment such as boilers, chillers, and HVAC equipment is desirable;
- Organize workshops and webinars to train and inform ENRD's clients and stakeholders;
- Develop a working knowledge of energy management software platforms such as Advantage Navigator and Energy Star Portfolio Manager and manage data within the appropriate platform;
- Provide support in preparing state and federal reports as required for ENRD;
- Conduct research and analyze data for market opportunities that support enhancing the state's energy sector;
- Provide research and technical assistance with federal and state government policies and rules related to energy efficiency;
- Maintain fresh content on ENRD website and utilize social media to promote ENRD's programs and activities;
- May interface with staff in other MDA units on community and economic development activities;
- Represent the agency and division with professionalism both on the job and in the community, and
- Perform any additional tasks as assigned by the division director

**Educational and Experience Requirements:** Engineering degree in mechanical engineering or equivalent or a business degree major with a technical minor or a liberal arts degree with significant energy sector experience.

Certified Energy Manager (CEM) designation or the desire and background to obtain the CEM certification or similar certifications offered through an established organization.

**Who May Apply:** The recruitment is open to agency employees as well as the general public and may be viewed on the agency website: <https://www.mississippi.org/careers>.

### **How To Apply:**

- 1) A State of MS paper application may be obtained from one of these locations:
  - ⇒ WIN Job Center (Select <http://mdes.ms.gov/win-job-centers/> for local phone numbers and addresses)
  - ⇒ MS State Personnel Board at <http://www.mspb.ms.gov/> (601.359.1406) (210 East Capitol Street, Suite 800, Jackson, MS 39201)

**Note:** The job name should appear on the paper application. Complete and submit supplemental questions that pertain to the job description.

*The deadline for submitting State of MS applications is 5:00 pm on the closing date of recruitment.*

- 2) An Electronic application may be submitted through the State Personnel Board website at [www.mspb.ms.gov](http://www.mspb.ms.gov).

*The deadline for submitting electronic applications is 11:59 p. m. on the closing date of recruitment.*

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*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.*



# MDA-PROGRAM MANAGER III

Class Code:  
5185

Bargaining Unit: N/A

STATE OF MISSISSIPPI  
Established Date: Jan 1, 2016  
Revision Date: Dec 17, 2015

## SALARY RANGE

\$43,559.27 - \$76,228.72 Annually

### CHARACTERISTICS OF WORK:

This is the proficiency level in the MDA-Program Manager series. An employee in this class performs in a variety of complex duties providing technical assistance services to clients of the Agency's economic and community development, film production, and tourism programs and/or units. The work involves providing general information, research, and technical assistance within numerous program areas of the agency, utilizing a variety of documents, reports, analysis, and strategies from both the public and private sectors. The work is performed in a professional capacity and includes writing, researching, analyzing, interfacing with others, and performing other duties which may be unique to the program and its services. Frequent travel and the interaction with representatives from business, industry, government, local communities, and the general public may be required. Writing, speaking, and computer skills are necessary in the performance of the job duties. Work is performed independently with regular reports to an administrative superior.

### EXAMPLES OF WORK:

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

Recommends and implements initiatives to encourage economic development in the State of Mississippi.

Works with clients and staff in other units on various film, tourism, marketing, sales, public relations, research, community development, and economic development projects.

Manages activities involved with the development, planning, implementation, and evaluation of various programs and events, including budgeting for and analysis of information collected from the program or event.

Prepares detailed analysis of financial statements and requirements.

Provides technical assistance in conducting research for marketing opportunity studies, trial development projects, and economic and community data analyses.

Identifies sources of capital for clients, utilizing knowledge of loan programs, grant programs, and private fund sources.

Provides technical assistance with all agency, federal, state, and local government policies and regulations related to the unit of assignment.

Provides technical assistance with economic development strategies, marketing, and other specific assistance as

requested by clients.

Represents the agency and division with professionalism both on the job and in the community.

Performs related or similar duties as required or assigned.

**MINIMUM QUALIFICATIONS:**  
**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

**Education:**

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

**AND**

**Experience:**

Three (3) years of experience related to the described duties;

**OR**

**Education:**

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

**AND**

**Experience:**

Four (4) years of experience related to the described duties.

**ESSENTIAL FUNCTIONS:**

**PHYSICAL REQUIREMENTS:**  
**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 of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level of 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.

Encourage 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.

Reads, comprehends, and correctly applies all rules, regulations, and policies applicable to work assignments. Performs work with a minimum amount of supervision in areas that are familiar.

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

Operates under specific time constraints and within specified deadlines. Effectively prioritizes tasks in order to meet deadlines. Works on appropriate priorities to get the job done.

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

Exhibits ability to identify and address issues. Ensures that all problems encountered are addressed at the appropriate level and communicates all relevant information on a timely basis with accuracy and completeness. Exercises sound reasoning. Displays the ability and willingness to work with other offices or other divisions in order to collectively complete assigned tasks or problems as they arise.

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

Proactively provides stakeholders with proper information in an effort to reduce occurrences of future problems. Supports the agency mission and goals in all interactions with internal and external stakeholders. Acts as an advocate for agency policy.

#### **MANAGEMENT COMPETENCIES:**

**Emotional Maturity:** Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions. Takes risks appropriate to one's level of responsibility. Acts as a settling influence in a crisis. Exhibits the ability to work through challenges and create opportunities.

**Macro-Oriented:** Exercises good judgment and makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise. Understands the effects of decisions on the organization and on other organizations. Acts as a change agent by initiating and supporting change within the agency when necessary.

**Working Through Others:** Supports, motivates, and is an advocate for staff.

Creates effective teams; shows a willingness to get work done through others. Clearly and comfortably delegates work, trusting and empowering others to perform. Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

**Results Oriented:** Plans effectively to achieve or exceed goals, sets and meets deadlines.

Identifies, analyzes, and solves problems. Develops standards of performance and knows what and how to measure.

**Resource Management:** Acquires, effectively and efficiently administers, and allocates human, financial, material, and information resources.

Demonstrates ability to plan, prioritize, and organize.

**MSPB/AGENCY USE ONLY - NOTES/COMMENTS:**