

## Job description

### *Deputy Director – Tier III*

The Mississippi Wireless Communication Commission (MSWCC) is tasked with promoting the efficient use of public resources to ensure that law enforcement personnel and essential public health and safety personnel have effective communications services available in an emergency situation, and to ensure the rapid restoration of such communications services in the event of disruption caused by natural disaster, terrorist attack, or other public emergency. MSWCC operates a P25 Land Mobile Radio System with point-to-point microwave backhaul providing 97% statewide mobile radio coverage. MSWCC assists, reviews, and signs-off on all state and local wireless communication systems procurements, assists with the establishment of state and local wireless communications, and provides system planning and technical support to all public safety entities. MSWCC is governed by a 16-member commission comprised of state and local representatives.

### *Key Responsibilities*

This is a leadership position providing direction for the administrative operations of the Wireless Communication Commission including budget, employees, program/services, policies, and regulations. This position has a statewide impact with government and non-government entities including local, state, and federal agencies, the Choctaw Nation and NGO's (Non-Governmental Organizations) providing for public safety.

- Directs the budgeting and accounting activities including the annual budget request, review and approval of expenditures, processing and collecting revenue, and assists with legislation for funding.
- Directs purchasing and contracting activities including quotes, bids, RFPs, tower leases, and land leases.
- Works with the technical staff on budgets and procurement needs.
- Directs the procurement request process for the Commission with regard to all wireless purchases by local and state agencies within the rules and regulations governing those purchases.
- Provides oversight of the inventory of property and assets including communication tower sites and emergency response equipment across the state.
- Assists with planning, directing, and coordinating personnel management decisions.
- Assists with planning, directing, and coordinating events and meetings for the Commission.

### *What you'll need to be successful:*

Attention to detail, focused, good communicator, willingness to learn, self-starter, & team player.

### ***Preferred Experience/Education***

- 5 years leadership experience effectively managing multiple employees & tasks related to administrative operations.
- Background/experience in government administration including budgets, finance, & procurement.
- Experience supervising personnel in an operational environment.
- Demonstrated ability to ascertain relevant facts and information; prepare executive level summaries; and analyze management and financial reports to identify trends, performance gaps and contract status information.
- Demonstrated experience in collaborative planning and relationship building across organizational boundaries.
- Excellent customer service and interpersonal skills.
- Must be experienced at discussing and negotiating collaborative solutions in high pressured, preferably, operational environments.
- Must be adept at preparing and delivering clear and concise executive-level presentations and decision briefs.
- Demonstrated effective oral and written communication skills.

MBA preferred; graduate of an accredited four-year university or college with a degree in finance or administration or related field; or equivalent of combination of education and experience.

### ***Additional Information:***

Flexible Schedules

Remote Work Policy for Eligible Employees

Benefits: Health, Life, Dental, Vision, and other supplemental policies available

Paid State Holidays

Paid Personal and Medical Leave

State Retirement Plan (PERS)

Employee Assistance Program (EAP)

This position is on-site in Jackson, MS.

**Salary:** \$91,555.33 - \$124,973.03 per year

- Interested applicants should email their resume and/or a State of Mississippi Application to [recruiting@its.ms.gov](mailto:recruiting@its.ms.gov) and include the position title in the email's Subject Line.