

JOB VACANCY

WE'RE HIRING

Title: Program Specialist II (PIN 5389)
Location: OPC's Admin Branch
Job Type: Full-Time
Salary Range: \$36,960.00 - \$57,330.00 Annually
Job Closing: 6/3/2025

Qualifications:

Typically requires a Bachelor's degree and 1-3 years of experience.

About the Position:

Provide technical and administrative support to Office of Pollution Control (OPC) employees, liaisons and OPC Admin staff related to purchase requisitions, invoices, travel, fleet reporting, tuition reimbursement, and procurement cards; train OPC Admin staff, liaisons and employees regarding various programs such as travel, purchasing, vehicles, public notices, tuition reimbursement and inventory; direct, and analyze OPC travel sent to Accounting; direct and analyze OPC purchases and fleet vehicle program to include purchasing, invoice processing, maintenance, selling, running reports, monthly reporting and budgeting support; maintain adequate inventory of OPC letterhead, envelopes, copy paper, File Room folders and other supplies; analyze/assess areas of weakness in program procedures/processes consulting with supervisor, agency personnel, other state agencies and other outside professionals; assist supervisor with yearly OPC program budget process; direct, analyze, and supervise OPC Admin's inventory program and audit; develop standard operating procedures and checklists for OPC programs to combat errors; manage or assist with special projects and any other assigned duties.

How to Apply:

Applications can be submitted through the MS State Personnel Board Job Openings Page [HERE](#) no later than 6/3/25 at 11:59 PM.