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**Subject:** Fwd: Job Announcement  
**Date:** Tuesday, November 7, 2017 12:43:33 PM

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Cindy

**Cindy A. Williams**  
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**Working toward delivering the best science. >}}}}}}}}(<\*),,^^^ ^^ ^^,,^-,<**

*"With the new day comes new strength and new thoughts" - Eleanor Roosevelt*

**Don't let Perfection become the enemy of GOOD. Paul Ryan**

**"Power isn't control at all--power is strength, and giving that strength to others. A leader isn't someone who forces others to make him stronger; a leader is someone willing to give his strength to others that they may have the strength to stand on their own."**

***Above all, taking the shield of faith, with which you shall be able to quench all the fiery darts of the wicked. >))))))(<***

----- Forwarded message -----

**From: Southeastern Fishes Council <[SFC8@wildapricot.org](mailto:SFC8@wildapricot.org)>**  
**Date: Mon, Nov 6, 2017 at 12:59 PM**  
**Subject: Job Announcement**  
**To: Cindy Williams <[cynthia\\_williams@fws.gov](mailto:cynthia_williams@fws.gov)>**

**Dear Cindy Williams,**

Hey everyone,

I'm glad to email out this upcoming job announcement for the Mississippi Museum of

Natural Science! Feel free to share with people outside the fish field as well. If you have your Masters and are well versed in GIS please apply.

## Database Manager – Mississippi

### **Agency**

Mississippi Department of Wildlife, Fisheries, & Parks/Mississippi Museum of Natural Science

### **Location**

Jackson, MS

### **Job Category**

Full time Positions, GIS & Computing

### **Salary**

\$46,246.77

### **Last Date to Apply**

10/20/2017

### **Website**

<https://www.mdwfp.com/museum/seek-study/heritage-program/>

### **Description**

The individual in this position is responsible for managing the Mississippi Natural Heritage Program (MNHP) database within the Mississippi Museum of Natural Science. Duties will include: 1) Develop, maintain, and ensure quality control of databases for rare species/communities of Mississippi in ArcGIS, Biotics, and other database systems. 2) Conduct data updates in-house and with NatureServe. 3) Compose environmental reviews and data share agreements in regards to rare species/communities using MNHP database. 4) Provide technical conservation guidance to others. 5) Assist with field surveys for rare plant and animal species and communities, bridge data and information gaps, develop informative GIS products, and evaluate and support administrative requirements for annual reporting.

WORK SCHEDULE: Full Time; Occasional weekend and evening work. Job will also require some overnight travel.

**FRINGE BENEFITS:** Uniform allotment; paid insurance for employee (other options and coverage for family available at additional cost); cafeteria plan; retirement plan; deferred compensation plan; and overnight travel expenses.

**APPLICATION PROCEDURES:** \*Please note, position has not opened yet, but resumes and cover letters may be sent in advance to [nicole.hodges@mmns.state.ms.us](mailto:nicole.hodges@mmns.state.ms.us) to be notified when the position is open for applications. This position will be open until filled. Email promptly to find out about position status. Once the position opens, you may go to the following website to apply: <https://www.mspb.ms.gov/>. Required Document(s): Applicant must provide employing agency evidence of completion of education requirements and a valid copy of his/her transcript to verify course work, when applicable. *The Mississippi Department of Wildlife, Fisheries, & Parks is an equal opportunity employer and provider of programs and services. If anyone believes they have been subjected to discrimination on the basis of political affiliation, race, color, national origin, marital status, sex, religion, creed, age, or disability, they may file a complaint alleging discrimination with either the Mississippi Department of Wildlife, Fisheries, & Parks, P.O. Box 451, Jackson, MS 39205-0451, or the U.S. Equal Employment Opportunity Commission, [1801 L. Street, N.W. Washington, D.C. 20507](https://www.eeoc.gov/).*

## **Qualifications**

**MINIMUM:** A Master's Degree from an accredited four-year college or university in wildlife/fisheries, ecology/biology or in wildlife/fisheries conservation/management, or a field of study defined by the Department of Wildlife, Fisheries, & Parks; and One (1) year of work experience directly related to the above-described duties.

**PREFERRED SKILLS:** Individual must have: 1) knowledge of wildlife ecology, conservation biology and methodologies; 2) knowledge of endangered species conservation; 3) understanding of balance between environmental and development/economic needs; 4) proficient with computer software/applications such as ArcGIS, Microsoft Access, SQL, Python and R Language, Oracle, etc.; 5) scientific writing and communication skills; 6) ability to effectively work with scientific professionals, private individuals, and state and federal agencies and organizations; 7) must also have the ability to effectively evaluate, prioritize, and solve complex situations and multitask; 8) Possess strong organizational skills and be detail oriented; 9) ability to communicate clearly and efficiently with the public, coworkers, and Technical Advisors both orally and in writing, and respond in a professional manner to inquiries from the public regarding work activities; 10) ability to work productively, consistently, and cooperatively as part of a team to accomplish mutual goals.

**Contact Person**

Nicole Hodges

**Contact eMail**

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