

IT Project Manager I

About the Agency:

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.

What you'll need to be successful:

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

About the Position:

The Wireless Communication Commission (WCC) is seeking qualified persons for the role of IT Project Manager I. This position is accountable for project management including receiving, reviewing, analyzing, improving, and verifying the accuracy and completion of both technical and administrative processes in the following areas:

- Accounts Payable
- Fleet Management
- Land Leases
- Technical Staff Assistance
- Other projects, as assigned

Preferred Qualifications:

Candidates should be experienced with Word, Excel, Microsoft 365, written grammar skills, office procedures and accounting practices, and State of MS procurement rules and regulations. Typically requires a bachelor's degree and minimum of 4 years of relevant experience. Experience may be substituted for education.

Benefits:

Flexible Schedules

Insurance: Health, Life, Dental, Vision, other supplementals.

Paid Time Off/Holidays

Retirement Plan (PERS)

Employee Assistance Program

Job Type: Full-Time On site (8 AM to 5 PM, Monday-Friday) (Jackson, MS)

Salary: \$44,954.11-\$61,362.36

Interested applicants should email their resume and/or a State of Mississippi Application to Michelle Denham at mdenham@wcc.ms.gov and include **WCC IT Project Manager in the email's Subject Line.**