

Historic Resources Specialist I

ADMINISTRATION DIVISION

Public Information

To apply for this position online, please go to the Mississippi State Personnel Board at www.mspb.ms.gov and submit an e-application. If you need more information about the application process please contact 601/576-6866.

STARTING ANNUAL SALARY: \$29,500

DEADLINE FOR RECEIVING APPLICATIONS: February 5, 2016

This position involves work that is professional in nature. Its main responsibility involves performing day-to-day activities in the Public Information section, including planning, researching, and writing articles, press releases, brochures and other materials for various public use and media outlets. Incumbent will oversee social media outreach and calendar listings on the department's website and assist with outreach programming for the department.

Additional duties will include developing and maintaining media contacts, scheduling TV and radio guest appearances to promote program and events, photographing programs and department events, posting public meetings on Mississippi Transparency, supporting the Mississippi Historical Society, and other duties as assigned. The work is subject to frequent review by the Public Information director.

Public relations experience and strong writing and interpersonal skills are preferred for this position.

Education and experience criteria:

- Bachelor's degree from an accredited four-year college or university

Preferred skills include knowledge of Mississippi history, strong writing and interpersonal communication skills.