mac
mississippi arts commissi
support *inspire* enrich

POSITION announcement

Database and Systems Manager
Mississippi Arts Commission

BACKGROUND

The Mississippi Arts Commission (MAC) is the state's official grant-making and service agency for the arts. Based in Jackson, Mississippi, MAC is an independent state agency governed by a fifteen-member board. The agency has provided grants and services to Mississippi's arts and cultural organizations and individual artists for more than 50 years.

MAC is currently seeking a manager for the agency's databases and computer systems. This is a full-time, state service position.

COMPENSATION

The annual The starting salary for this position is $35,307. Applicants whose education and/or work experience exceed the minimum qualifications for the position (please see page two for details) may be eligible for additional funds. State employee benefits include health insurance, participation in the state retirement plan, and personal and medical leave.

POSITION DUTIES

- Oversee data entry and management of MAC's grant database (MAC currently utilizes Grant Lifecycle Manager, an online grants system by Foundant), including

  - Making all required updates to the database

  - Entering application, final report, and payment data

  - Serves as the "technical side" expert on the system for the agency, working in collaboration with the Grants Director to make regular updates to the grant system

  - Provide assistance to staff with the creation of database queries and oversee management of the query list.

- Work with staff to create other databases to manage non-grants information

- Manages the grant notification process, overseeing announcements to applicants and Legislators

- Work as part of a team that prepares and submits reporting on the agency's federal grant

- Serve as the agency's first-line responder for all internal technology issues

- Manage the IT contractor who provides in-depth tech assistance for the agency

- Oversee agency staff's IT security training (through an online module system)

- Serve as the agency's point of contact for the state department of information technology services (ITS), including:

    - Preparing required annual reports submitted to ITS

    - Attending ITS' required meetings for state agencies

    - Working with ITS and external vendors to set up telephone and email addresses for new staff members

- Assisting Communications Director with upkeep of agency websites

- Oversee the upkeep of shared agency equipment, including the copier and postage machine

- Serve as the primary back-up staff person for answering the agency phone line (backing up Executive Assistant)

- Assist other MAC staff members with agency-wide initiatives, including the Governor's Arts Awards, Day at the Capitol, and other special programs.

Required education/work experience

Following are the required levels of education and work experience for this position, as set by the Mississippi State Personnel Board:

A Bachelor's Degree from an accredited four-year college or university in computer science, data processing, business information systems, or a related field;

OR

An Associate's Degree in Applied Science in a Technical Program in an area of Information Technology approved by the IT Professional Development Committee or a Certificate of Completion from a Mississippi Coding Academy, or its equivalent;

OR

An Associate's Degree from an accredited two-year college in computer science, data processing, business information systems, or a related field and two years of directly related experience.

OR

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma) and four years of directly related experience.

Substitution Statement: Related education and directly related experience may be substituted on an equal basis. Possession of an Institute for Certification of Computer Professionals (ICCP) Certificate based on successful completion may be substituted for one year of the required experience.

non-required but desirable skills

- Experience working with databases

- Experience managing IT for a small office

- Experience with state government computer systems

- Personal experience working in an art form (study or active participation in visual, performing or other arts).

- Experience working in an arts or cultural organization

how to apply

Please send a resume and a list of three references (with full contact information) to info@arts.ms.gov no later than August 5, 2020.

Applicants are also required to apply for the position through the "Job Seekers" section of the Mississippi State Personnel Board's website (www.mspb.ms.gov). The position is listed as "Systems Administrator II" based in Hinds County in the listings on the site. If there is more than one Systems Administrator II position listed, check for mention of the Arts Commission in the "Agency Information" section at the top of the listing.

MAC is not allowed to interview applicants who have not submitted an application through the State Personnel Board system.

We are an equal employment opportunity.