



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

EDUCATION PROGRAM ADMINISTRATOR (COMPLIANCE DIRECTOR) OFFICE OF CHIEF OF OPERATIONS NON-STATE SERVICE

Salary Range: \$66,945.00 - \$100,517.00

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education (MDE) is seeking to employ an Education Program Administrator (Compliance Director) for the Office of the Chief of Operations.

- The Compliance Director (Education Program Administrator) will serve as the agency's Internal Control Administrator. This person will work with management to ensure compliance with all state and federal grants and laws. The Compliance Director will work with the Educ Bureau Manager of Grants Management to help determine how all grants should be set up and monitored. This person will help develop a Grants Management handbook. This person will monitor the MDE Employee Policy and Procedures Manual to ensure compliance with the MAAP manual. Other duties include working with executive leadership to identify and monitor risks that could impact the internal control system, performing random reviews of reconciliations or documents to ensure revenue and expenditures are being properly recorded, and reviewing system access to ensure that only active and authorized employees have system access. The Compliance Director will serve in an oversight role and be responsible for maintaining and updating the Compliance Plan. This person will work with all Program areas and Accounting/Budgeting to ensure that the agency is prepared for Internal, State and Federal Audits. This is not an inclusive description. Other duties will be assigned as needed. An advanced degree in Business, Public Policy, Law, Education, or a Certified Public Accountant (CPA) might be required. In addition, the applicant must have excellent written, verbal and presentation skills.
- The Compliance Director assists MDE program offices with reviewing and revising internal policies and procedures to ensure full compliance with applicable state and federal regulations. This person will collaborate with Procurement, Accounting, and program staff to identify compliance gaps and develop corrective action plans. The Compliance Director ensures compliance with all state and federal policies, regulations, and laws governing procurement solicitations and contracts. This person cites incidences of noncompliance related to agency, state and federal rules governing the administrative operations of the agency.

SPECIAL QUALIFICATIONS:

A Master's Degree from an accredited four-year college or university, and eight (8) years in the special experience defined below, four (4) years of which must have included line or functional administrative or advanced technical supervision.

OR

A Bachelor's Degree from an accredited four-year college or university, and nine (9) years in the special experience defined below, four (4) years of which must have included line or functional administrative or advanced technical supervision.



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359 North West Street | Jackson, MS | 39205-0771 | Hinds County | mdek12.org
Mississippi Department of Education is an Equal Opportunity Employer

SPECIAL EXPERIENCE:

Employment must have been in an administrative, professional capacity in an area of work related to the functional responsibility of the bureau in which the position exists. In those bureaus where registered specialists provide the primary sources of functional and technical knowledge for planning and accomplishing the mission of the bureau, the incumbent must also be registered and experienced in that profession. Work experience must have included supervising and coordinating a variety of functions.

Documentation Required:

Applicant must attach a valid copy of his/her certification or registration, when applicable.

EXPERIENCE/EDUCATION REQUIREMENTS:

Typically requires a Master’s Degree and 7+ years of experience.

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: June 6, 2025

BENEFITS

- [mdek12.org/humanresources/mde-employee-benefits/](#)

INQUIRIES

- Kymberly Wiggins
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601-359-5254

