



Ellisville State School

1101 Highway 11 South ♦ Ellisville, Mississippi, 39437
601-477-5625 ♦ 601-477-5710 fax

Vacancy Announcement CONTRACT Deputy Administrator-Tier II

Position Open: July 22, 2026

Location: Administration

Position Close: until filled

Salary Range: \$40-\$50 per hr up to 20 hours a week

Schedule: during the hours 8:00 a.m. – 4:30 p.m. Monday-Friday
Schedule subject to change with the needs of the IID Program

Position Description: Assistance with strategic formulation, budget development and management, and contract review; supervision of the Business Services, Client Funds, Purchasing, Accounts Payable, Payroll, Food Services, Safety, Risk Management, Maintenance, Capital Construction, Telecommunications, Meaningful Day Program Departments, Information Technology; other duties as assigned.

Education: Must have a master's degree or above in a related field. Prefer 5 + years of experience in the area of management and operations.

Employees of Ellisville State School cannot be considered for this position unless they resign from their current state service position.

Interested applicants can submit an application at the Ellisville State School Office of Human Resources or Win Job Center Hattiesburg, MS. For questions about applying please call 601-477-5625.

It is expressly understood that the above description of job duties and expectations are subject to change based on the needs of Ellisville State School.

Upon contingent employment offer, employees must complete a background check and pre-employment drug test.

This is a contract position with no state benefits.