



## **Request for Applications (RFA)**

### **Executive Consultant**

The Department of Finance and Administration (DFA) is seeking a contract worker to serve as an Executive Consultant to the agency leadership. The Contract Worker shall perform the below described duties as assigned by the Executive Director of DFA. The term of the contract shall be one (1) year (October 1, 2020 – September 30, 2021) with four (4) optional one-year renewals. The rate of pay shall be seventy dollars (\$70) per hour (not including travel) not to exceed twenty (20) hours per week.

#### **Scope of Services:**

- Assist DFA Leadership in the improvement of core business processes at the Agency through the evaluation of performance, management, and, structural components of DFA;
- Monitor state and federal legislation and advise on its possible effect on DFA;
- Advise, interpret, and draft public policies and procedures; and,
- Assist the DFA Leadership with other special projects as required or assigned.

#### **Minimum Qualifications:**

- 10 years' experience in state government; and,
- Understanding of and experience with DFA operations.

#### **Preferred Qualifications/Experience (the following are desired and may be given additional consideration, but are not required):**

- 10+ years' experience as a member of a state agency executive leadership team; and,

- Experience interpreting and drafting policies and procedures for state agencies.

**Application Information:**

DFA will accept applications until 4:00 p.m., July 30, 2020 for the purpose of hiring a contract worker. Applicants must provide a cover letter, professional resume, and at least three (3) references to Saranne Smith via electronic mail at [procurement@dfa.ms.gov](mailto:procurement@dfa.ms.gov) or by hand to 501 North West Street, Suite 1301A Jackson, MS 39205 (13th floor). For more information please contact Saranne Smith by email or phone at 601-359-5078.