

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Specialist (Operations) #50379159

ANNOUNCEMENT NO. 015-2016

SALARY: AS-614 / \$29,598 annually

LOCATION: LANG-LMD-HQS, Gillis W. Long Center, Carville, Louisiana

OPEN: 5 February 2016

CLOSE: 19 February 2016

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Must have considerable intermediate level expertise in Microsoft Office Programs (Word, Excel, Power Point, Access and Outlook). Must have the ability to work and communicate effectively with agency personnel, the public, peers, superiors and subordinates.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a CAC Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. POSITION DESCRIPTION: Assist the Plans and Operations section in all matters, correspondence, coordination and execution of assigned tasks by the Deputy Director and Director of Military Affairs. Assist the Plans and Operations section in the preparation and execution of short and long range goals and objectives. Prepare and make all necessary corrections to assigned reports, Letters of Instruction, Memorandum of Instruction, and various assigned correspondence. Submit assigned correspondence to the Assistant Manager Plans & Operations for review and processing. Assist the Plans and Operations section in updating assigned Standard Operating Procedures (SOP) and Plans and Procedures Manuals (PPM) as assigned. Assist the Plans and Operations section by submitting templates for all requested data calls, Combined Meeting Day events and scheduled briefings. Will collect input from all staff sections and installations, compile into MS Power Point and uniformly formatted and create Staff books for the Director and Deputy Director. Assist the Plans and Operations section in the scheduling, coordinating and tracking of all required training as outlined by State and Federal Directives. Assist the Plans and Operations section in scheduling all required meetings, coordinating VTC and Teleconferences, putting smart books together for the briefing and setting up selected conference room in its appropriate protocol. At all requested meetings will take detailed notes and submit meeting minutes to all attendees. Responsible for keeping the Task Tracker updated for the Plans and Operations section. Responsible for keeping the Key Events Calendar up to date and published to Primary Staff and Installations as mandated by the Assistant Manager, Plans and Operations. Responsible for scheduling and de-conflicting duplicated events for the Deputy Director and the Plans and Operations Section. In the absence of the Plans and Operations Manager and Operations Officer, will act as the Section POC for all actions and tasks. In the absence of the Director's Secretary will be responsible for answering phones, taking messages, scheduling events, and de-conflicting duplicated events with the Director and Deputy Director. In the absence of the Director's executive assistant be prepared to drive, navigate to assigned meetings, take notes and be in the proper uniform of the day. This will also include weekends and holidays. During Emergency Operations serves as the Battle Clerk to the Battle Captain for the Military Affairs at the assigned Emergency Operations Center. This will involve keeping all trackers and assigned reports updated for the Battle Captain to report to the Director. Complete all mandatory training as directed by the Assistant Manager Plans and Operations. At a minimum will be Preventing Sexual Harassment, Ethics, Suicide Prevention, ATFP Level 1 and one LEO MS Office course per month till complete. Complete all other duties and tasks as assigned.

5. APPLICATION PROCEDURES: All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2015/10/LMD-H-Form-10-State-Application-1.pdf>** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

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