

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Supervisor (Admin/Logistics) #50316113 **ANNOUNCEMENT NO.** 023-2016

SALARY: AS-613 / Minimum 27,664 / Maximum 58,240 annually

LOCATION: LANG- YCP-CM, Camp Minden, Minden, Louisiana

OPEN: 18 March 2016

CLOSE: 1 April 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:** Proficient in Microsoft Office (Word, Excel, Powerpoint, Access and Outlook). Proficient in "ISIS" and in "IN-CIRCUIT AND SYSTEM"

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:** Supervises four employees. Prepares and reviews PER documents for and conducts counseling with, section employees. Reviews and approves payroll documentation for the section. Maintains Property Book for State of Louisiana Property. Prepares property acquisition, loss and transfer documents as required by State guidelines. Submits completed AGPS transactions for payment. Provides property accountability using the hand receipt process. Maintains Key Control Register. Determines stock levels for cadet clothing and supplies. Orders and receives supplies and equipment using the State network ISIS system Maintains the requisition log for LaCarte and AGPS. Reconciles credit card purchases monthly. Prepares, distributes and assembles bids prior to submission of requests to the facility Purchasing Agent when required. Coordinates issue of clothing and equipment to cadets. Reviews and approves MV3/MV4 Daily Vehicle logs prior to submission. Works with Facility Engineer to coordinate projects with vendors, FE personnel and YCP maintenance personnel. Completion of SHARP Training and fosters sexual harassment free environment. Complete all LMD training requirements annually. Perform other duties 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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