

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Manager (Morale, Welfare & Recreation) #50321754      **ANNOUNCEMENT NO.** 030-2016

**SALARY:** AS-609 / Minimum \$21,112 / Maximum \$44,429 Annual Salary

**LOCATION:** LANG-CM, Minden, Louisiana

**OPEN:** 14 April 2016

**CLOSE:** 20 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 Military Members; (3) those eligible for Louisiana State Guard Membership.

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

a. **SPECIFIC:** Experience in Accounting programs, Payables and Receivables. Inventory knowledge pertaining to retail and food and beverage operations. Must have Marketing capabilities. Knowledge of Microsoft Office (Word, Excel, Powerpoint, Access, Outlook, etc.).

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

c. **OTHER REQUIREMENTS:** The LA 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/OVERVIEW:** Verify daily deposit draw. Verify all monies in safe Batch credit card receipts for billing verification. Account receivables invoices. Order/receive shipments, price and stock on store shelves. Attend required meetings as required by Installation Commander and/or CSM SEA. Prepare paperwork and forward copies with payment to CM FM. Responsible for appearance of Exchange. Exchange Key control custodian. Conduct and review inventories of Exchange (Automated and/or manual). Programming of registers when necessary upon receipt of new or changed items. Meet with vendors/sales reps. Place orders for continuation of steady day to day business operations. Order all military items as needed. Prepare and print 101s. Ability to pass yearly Internal Audit by LMD. Marketing of new items. Must conduct monthly inventory. Access and order all military items as needed by soldiers. Maintain accountability of all equipment. Must respond to all tenants'/customers' requests with professionalism and courtesy at all times. Must attend all mandatory LMD training (Ethics, SHARP, Suicide Prevention, etc.) and fosters sexual harassment free environment. Perform other duties as assigned by Installation Commander and/or CSM SEA

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.

Ms. Wenda Harding

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