

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Coordinator (Installation) #185505

ANNOUNCEMENT NO. 051-2016

SALARY: AS-617 / Minimum \$36,275 / Maximum \$76,336 annual salary

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

OPEN: 14 June 2016

CLOSE: 28 June 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:** Ability to work independently with general guidance to meet objectives. Comprehensive knowledge of laws, regulations, and policies which affect personnel professional development, assignments, morale, welfare, discipline, performance, awards and recognition. Knowledge of the mission, organization and work processes of both the Louisiana National Guard and the Louisiana State Military Department and their relationship. Broad understanding of planning, programming and master planning concepts and procedures. Knowledge of the state facility inventory sufficient to complete planning and programming responsibilities and influence decision to the most efficient, economic and safe. Knowledge of Microsoft Office Programs (Word, Excel, Outlook, Access, 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) 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. Must complete SHARP Training and foster sexual harassment free environment. Must complete all LMD training requirements annually.

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: The Installation Coordinator serves under the direct supervision of the Installation Commander. Assist the Installation Commander in the overall operational aspects of the Installation. Supervise Special Staff and performs personnel functions. Plans, directs and organizes Installation resource allocations. Provides technical assistance in regards to tenant contracts, MOU/As. Reviews internal audits. Implements Army Energy Program, Equal Employment Officer. Attends meetings, communicates and coordinate with Federal, State, City Officials and Civic Organizations. Responsible for tenant meetings and Installation Calendar. Responsible for Logistical and Resource monthly meeting with DJS. The Installation Coordinator has direct control over the Fiscal Officer, Purchasing Agent, Reviewing Specialist, Time and Attendance Technician, Safety Coordinator and the Billeting and Housing Section. Responsible for establishing and implementing departmental policies, standard Operational Procedures (SOPs), goals objectives and procedures in accordance with the Installation commander's guidance and LANG. Evaluates and supervises all employees assigned to the special Staff Section: Budget Officer, Billeting Manager, Administrative Technician, and Safety Manager. Ensures provisions are made for Soldiers, Airman and civilians when lodging or conference meeting support is needed. Coordinates with external entities and provides resource capabilities. Tracks the progress regrading tenants' contracts, and Memorandum of Understanding/agreements (MOU/MOA). Coordinates with Budget Officer regarding new MOU/MOA(S). Coordinates with units, agencies for MOU/MOA and MIPER reimbursements IAW DOD and LANG guidance. Establishes and maintains an effective operation regarding Billeting, Housing, Time and Attendance, Safety and other departments. Ensure operations in compliance with AR 11-2 and State Military Internal Management Control. Oversees the development of procedures and implement programs to secure the physical security, and safety of the employees, tenants, facilities and property of the Installation. Performs other related duties and tasks as required: Attends meeting, communicates, and coordinate with Federal, State, and City Officials, and Civic Organizations for the purpose of obtaining public services, planning for future needs, discussing community problems or developing plans that affect Installation operations and the community. Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster a sexual harassment free environment. 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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