

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Recruiter #184303

ANNOUNCEMENT NO. 140-2015

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

LOCATION: LANG-YCP, Education Headquarters, Camp Beauregard, Pineville, La.

OPEN: 17 November 2015

CLOSE: 1 December 2015

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 excellent communication and organizational skills. Ability to work and communicate effectively with peers, superiors, subordinates, agency personnel and the public. Available to report to duty emergency or disaster situations. Ability to travel extensively statewide to present program information. Plan, organize and implement outreach activities.

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:** Establish and maintain an electronic database of school, government and community contacts for assigned territories/parishes. Establish and maintain a physical folder for each territory/parish used to document dates of personal visits and point of contact. Arrange and conduct information presentations/meeting for personnel and interested persons within school, government and community agencies. Attend assigned conferences and training in/out of state in order to recruit, promote and market LANG-YCP. Attend assigned program events such as Intake Days and Graduations. Assist with media relations as assigned. Participate in assigned television tapings and radio recordings in order to recruit, promote and market LANG-YCP. Maintain professional, approachable, transparent and proactive communication with YCP staff and departments. Research and recommend new/updated/innovative advertising strategies in order to recruit, promote and market LANG-YCP. Research and recommend new/updated policies which will improve department effectiveness and promote department goals. Maintain honest and accurate record time and attendance while performing job duties and responsibilities, which include documentation with leave slips/k-time slips. Document and submit travel, per diem monies and hotel expenditures using appropriate forms in a timely manner. Be responsible for care and condition of assigned GSA vehicle, which includes performing regular preventative maintenance inspections. Assist with regular office tasks, answering telephones and mailing correspondence. Work collaboratively with peers to accomplish department goals. Model professional behavior and demonstrate appropriate boundaries consistent with State employee who works closely with at-risk youth. Adhere to State and organizational policies and procedures. Completion of SHARP training and foster sexual harassment free environment. Represent the Facility Superintendent in his absence. Perform other duties 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/join-us/state-technician-vacancies>** Application(s) must be submitted to the following Human Resources Employee Assistance Officer:

SFC (Ret) Theresa Walker / Mrs. Kimberly Clay
LMD-HR, Pineville, La. & Minden, La.

E-mail: kimberly.s.clay.nfg@mail.mil / Theresa.j.walker2.nfg@mail.mil

Office: (318) 641-5393 / (318) 641-5392

Fax: (318) 290-5060