

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Assistant (Procurement & Contracts) #50385907 **ANNOUNCEMENT NO.** 160-2015

SALARY: AS-611 / Minimum \$24,170 / Maximum \$50,877 annually

LOCATION: LANG-LMD-K, Contracts & Purchasing, Camp Beauregard, Pineville, Louisiana

OPEN: 23 December 2015 **CLOSE:** 6 January 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:** Knowledge and experience of Word, Power Point (course completion level 1 & 2), Excel (course completion level 1 & 2), Access (course completion level 1), Publisher, Outlook, Photoshop (course completion level 1 & 2) and Adobe Standard. Knowledge in purchasing and/or using a Government Purchase Card. Knowledge of Government type tracking programs such as LaGov and Government purchasing card programs, such as LaCarte system. Excellent Communication Skills (written and oral). Knowledge and ability of using a fax, copier, binding machine and scanning equipment. Knowledge. Some knowledge of Capital Outlay Programs and Business Objects Program. Ability to create manual and electronic media for internal use.

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:** Perform basic tracking, accounting, budgeting, reporting and recording of multiple funding accounts. Accurately prepare a monthly report reflecting the original budget account, expenditures and remaining balances. Coordinate with internal counterpart, partner agency or higher agency to perform and improve basic budgeting functions. Conduct visits, conference calls, budget reviews, etc. as necessary to ensure accurate accounting information. Long term tracking of funding accounts like Capital Outlay, which exceeds a 12 month budget cycle. Act as Secondary Agency Program Administrator and assist primary Agency Program Administrator (APA) for LMD LaCarte Purchasing Card Program. Electronic entry, navigation and performance within an automated structure. Participate in monthly reviews of card transactions and assist in taking appropriate actions. Learn LaCarte Policies and Procedures to assist the primary APA. Provide logical recommendations to promote and improve the LaCarte Card System. Maintain accurate files in hardcopy and digital format. Set milestones to accurately meet suspense dates and objectives. Manage updates to the Policies and Procedures Manual. Perform Purchasing Agent duties during any State of Emergency or as tasked. Perform miscellaneous administrative tasks assigned by the State Contracting Officer and/or Deputy Director, Contracting & Purchasing. Perform purchasing agent duties during state of emergency or as tasked. Miscellaneous administrative tasks assigned by State Contracting Officer and/or Deputy Director, Contracting & Purchasing. Completion of SHARP training, Ethics Training, Suicide Prevention, LMD mandatory training/meetings, all directed training and fosters 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/join-us/state-technician-vacancies>** Application(s) must be submitted to the appropriate Human Resources Employee Assistance Officer:

SFC (Ret) Theresa Walker
LMD-HR, Pineville, La. (LANG-CB)
E-mail: Theresa.j.walker2.nfg@mail.mil
Office: (318) 641-5393 / (318) 641-5392
Fax: (318) 290-5060