

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Manager (Logistics/Property) #50348984

ANNOUNCEMENT NO. 036-2016

SALARY: AS-620 / Minimum \$44,450 / Maximum \$93,517 Annual Salary

LOCATION: LA Military Department, Contracting & Purchasing, Camp Beauregard, Pineville, Louisiana

OPEN: 29 April 2016

CLOSE: 12 May 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:** Must have High School (or equivalent) degree or higher. Must have the ability to communicate clearly and succinctly by both oral and written means. Must have proficient skills in Microsoft Office Programs (Word, Excel, Powerpoint, Outlook, etc.) and compatible computer programs. Must have the ability to type and produce written documents to civilian and military standards. Knowledge of Louisiana Asset Management System (Asset Works), Louisiana Fleet Management Operations, Warehouse operations and management, Property Accountability Systems and Procedures and Safety Programs and Procedures.

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: Serves as the primary Logistics and Property Manager for the Louisiana Military Department (LMD) to include directing and supervising the LMD Property Management System, LMD Warehouse Operation at Camp Beauregard, LMD Fleet Management Program and Logistics Management activities for the agency. As such, determines goals, emphasis areas, policies and operational guidelines for compliance with Directives and Guidance from the Division of Administration (DOA), Louisiana Property Assistance Agency (LPAA), the State Adjutant General (TAG) and Director of the Louisiana Military Department. Additional duties and responsibilities include but are not limited to: Schedule, coordinate and provide guidance to State Property accountable personnel to conduct Annual 100% physical inventory of non-expendable property. Analyze and report inventory results to LPAA to achieve Annual Certification. Monitor the processes of data entry, maintenance and integrity of non-expendable property on Asset Works. Formulate and enforce agency policies and procedures regarding property and fleet management. Oversee the statewide disposal of surplus property. Coordinate transfers between LPAA and LMD ensuring proper documentation exists to remove non-expendable equipment from Asset Works. Advise LMD Managers in interpreting directives, program procedures and LA statutory/regulatory compliance requirements into the LMD operational activities regarding property and fleet management. Ensure fleet management and warehouse management personnel are properly supervised and trained. Maintain property readiness for All-Hazards Response. Perform liaison/assistance visits to installation supply activities to access, train and assist property personnel to assure compliance with LPAA property/fleet rules and regulations. Provide guidance to LMD personnel on receipt procedures in LaGov for goods and services. Coordinates property management activities on a routine basis with external entities such as LPAA and DOA, commercial vendors and local government offices to a lesser degree. Routine contact with LMD internal entities such as Risk Management, Fleet and Warehouse personnel, Fiscal, Contracting/Purchasing and all agency personnel assigned to State Property. Complete SHARP Training annually and foster a sexual harassment free environment. Complete all mandatory safety training. Attend all mandatory meetings (Safety, Town hall, etc). 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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