

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Manager (Billing) #181669

ANNOUNCEMENT NO. 064-2016

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

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

OPEN: 20 July 2016

CLOSE: 2 August 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:** Knowledge of Microsoft Office Programs (Word, Excel, Outlook, PowerPoint, Access, etc). Ability to work independently with general guidance to meet objectives. Provide mission support to all hazard plans during emergency situations.

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:** Serves directly under the Coordinator (Installation). Plans, directs and participates in boards and organizing housing assignments. Serves as Liaison to external organizations and groups, regarding the reservation of facilities at the Gillis W. Long Conference Center. Increases revenue for Gillis W. Long Conference Center through solicitation and reservation of internal and external groups. Negotiates contracts with outside agencies ensuring compliance with Louisiana Military Department (LMD) procedures and regulations. Responsible for receiving, disbursing and accounting all revenue received, disbursed and deposited on behalf of Gillis W. Long Center (GWLC) Lodging and Housing Accounts. Responsible for reviewing and approving all housing related documents prepared by assigned Administrative personnel. Responsible for preparing and maintaining all accounting procedures, ledgers and reports described herein. Responsible for supervising and quality control of contract house cleaning personnel, related to services provided to hotel. Coordinates and oversees all Memorandum of Agreements, as it relates to lodging at the GWLC. Ensures maintenance of the hotel and housing is sustained at the highest standards. Required to work some weekends and all emergency operations. Maintain accountability of all equipment and/or data cards are up to date if applicable in the section. Maintain and practice good environmental protection measures. Must inform the Supervisor of all telephone and address changes. 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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