

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Project Coordinator #50388365

ANNOUNCEMENT NO. 070-2016

SALARY: AS-620 / Minimum \$44,450 / Maximum \$93,517 annual salary

LOCATION: LANG-CM, Camp Minden Training Site, Minden, Louisiana

OPEN: 4 August 2016

CLOSE: 17 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>

In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.

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:** Duties require individual to work near or in close proximity to explosive materials. Will be required to attend and acquire a Louisiana State Police Explosives Handler License. Must have computer skills with a working knowledge of Microsoft Office Programs (Word, Excel, Powerpoint, Outlook, etc). Must have the ability to effectively communicate orally and in writing. Must be able to speak with State and Community Partners. Duties may require individual to work after hours and on weekends in accordance with scheduled shift work.

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:** Responsible for the administration and coordination of Louisiana Military Department requirements as listed in the Administrative Settlement Agreement and Order on Consent for Removal Actions (AOC) dated Oct 2014. Specific duties include: Prepare and submit Project Progress Report to EPA every 12 days. Prepare and submit to EPA the six months Cost Progress Reports. Prepare and submit a Final Project Report within 30 days after completion of all work. Develop plan to insure project record retention of 10 years. Coordination with the following Federal and State Agencies to insure compliance with provision delineated in the AOC: Louisiana State Police, Louisiana Department of Environmental Quality, Environmental Protection Agency On-Scene Coordinator, Camp Minden Training and Louisiana Military Department Staff. Other implied duties include: Review and approve all contractor pay applications. Provide contact management oversight for the removal of the M6 Propellant and clean burning igniter. Develop a plan to remove other EXPLOR related, Non QAOC hazardous materials. Conduct VIP site visits. Attend monthly Citizens Advisory Group meetings. Provide project updates to LMD Staff and Leadership. Manage multi-million dollar project, providing monthly budget updates to LMD Director. Must attend/complete all mandatory LMD training (Ethics, SHARP, Suicide Prevention, etc.) 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/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.

Wenda Harding

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