

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Deputy Director #50317578

**ANNOUNCEMENT NO.** 085-2016

**SALARY:** SS-417 / Minimum 38,813 / Maximum \$81,682 annually

**LOCATION:** Youth Challenge Program (YCP-CM), Camp Minden, Minden, Louisiana

**OPEN:** 30 September 2016

**CLOSE:** 14 October 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:** *Preferred* - Bachelor's Degree. Knowledge of computers to include Windows and Office Programs. Must have experience working with educational and/or training programs. Master's Degree a plus.

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. 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:** Supervises and oversees employees and their departments: Lead Instructor, Commandant, Lead Counselor, Fiscal Technician, MIS, Program Coordinator, RN, Post Residential Supervisor, Logistics Supervisor, DFAC Manager, Office Manager and Administrative Assistant. This includes, but is not limited to assisting in selection of new employees, providing guidance to all department leads and insuring that guidelines established by NGB are being met. Reviews and approves payroll documentation for the section. Assists in Cadet selection during the interview process. Contacts, coordinates and advises Cadet parents/guardians of any issues. Conducts Disciplinary Board for Cadets with issues. Conducts weekly staff meetings with department leads. Conducts cycle calendar meeting to ensure all events are planned. Prepares and maintains Cadet and Employee files as required. Works with the Camp Minden Post Headquarters to ensure all post standards are met by YCP Personnel. Coordinates with LMD Executive Counsel to ensure all legal issues are reported and worked in a prompt time frames. Prepares and review PERS documents and conducts counseling with department leads. Acts as Chief decision maker, when Director is not present. Attends weekly staff meetings which consist of Director, department leads and disciplinary board (Commandant, Lead Instructor and Lead Counselor). Office duties include, but are not limited to assisting the Director in maintaining effective office procedures, submission of weekly meeting slides, responding to public inquiries, organizing and preparing for in-processing, family days and graduation. 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.

Ms. Wenda Harding

LMD-HR, 100 Louisiana Boulevard, Minden, La. 71055

E-mail: [wenda.a.harding.nfg@mail.mil](mailto:wenda.a.harding.nfg@mail.mil) and/or [theresa.j.walker2.nfg@mail.mil](mailto:theresa.j.walker2.nfg@mail.mil)

Office: (318) 382-4277 / (318) 641-5393

Fax: (318) 382-4297