STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT
LOUISIANA NATIONAL GUARD

POSITION: Coordinator (Management Information System) **ANNOUNCEMENT NO**. 087-2016
#149523

SALARY: SS-412 / Minimum $27,664 / Maximum $58,240 annual salary

LOCATION: Youth Challenge Program, Camp Beauregard (YCP-CB), Pineville, Louisiana

OPEN: 7 October 2016 **CLOSE:** 21 October 2016

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (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:** Must have working knowledge of database design concepts and Microsoft Office, to include word processing, database input and management, spreadsheet and graphic arts presentations. Must have advanced knowledge of Microsoft Access. Must be able to work with educational and budget software. Extensive knowledge of domain administration, DNS, active directory and server administration. Advanced knowledge of computer hardware and software, to include operating systems. Advanced knowledge of computer and network troubleshooting. Minimum 24 months related experience or education preferred.

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 may 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. Must attend/complete all mandatory LMD training (Ethics, SHARP, Suicide Prevention, etc.) and fosters sexual harassment free environment.

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:** Design, planning and management of computer network, hardware and software related projects from conceptual design to implementation. Maintains organization's effectiveness and efficiency by defining, delivering and supporting strategic plans for implementing information technologies. Diagnoses system failures to isolate source of problems between equipment, system software and application programs. Modifies code, devises temporary fixes, documents problems and advises higher-level System Administrators or other outside parties. Interacts with peers/vendors to resolve hardware and software problems. Procure hardware and software, tracks inventory and provide technical leadership in field operations and installations. Maintain and plan the growth of wired networking infrastructure on campus and in support of building renovation and construction projects, as well as hardware and software upgrades, while working hands-on in all networking activities in support of the campus-wide network. Maintain and plan the growth of the wireless infrastructure in support of emerging technology as it relates to mobility and instructional technology. Research, design, plan, implement, monitor and management of firewall, intrusion detection and other security-related products across the campus technology environment. Manage the campus domain, DNS, active directory and server administration to include user and computer accounts, security groups and distribution groups. Knowledge of and skill in applying systems administration methods and procedures sufficient to install server upgrades, schedule maintenance downtime such that it minimizes the adverse impact on the users and to recognize and refer the more complex problems to a higher-graded specialist. Knowledge of overall system software, hardware and networking to recognize interrelationships within area of responsibility sufficient to report, respond to and resolve the less complex customer requests. Maintain web filtering software to prevent unauthorized access to restricted sites. Identify, evaluate, assess, procure, deploy, and recover server, desktop, laptop and printer hardware. Coordinate server, desktop, and laptop security for oversight of the server control rooms. Ensure that adequate backup power (UPS) is functioning and stable during power outages. Develop and set the budget for projects and expenditures related to Information Systems. Manage, track and account for $50,000.00 for IT Department. Troubleshoot hardware, software and network issues. Oversee departmental software licensing needs and maintain a current inventory of authorized software titles. Create and update SOP to reflect network and computer standards in compliance with state and federal law. Will assist in the creation of RCAS applications and ensure all employees are properly trained on military computer regulations and standards. Establish the needs of users and monitor user access and security of all cadet tracking, budget, instructional and inventory database systems. Monitor performance and manage parameters to provide fast query responses to front-end users. Consider both back-end organization of data and front-end accessibility for users. Install and test new versions of all Data Management Systems. Control access permissions and privileges for new and existing database users. Communicate regularly with technical, applications and operational staff to ensure database integrity and security. Commission and installation of new applications and customize existing applications in order to make them fit for purpose. Periodically check the database for errors and data integrity to make sure all information is correct. This includes making sure all data collected is in accordance with NGYCP Cooperative agreement. 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.

SFC (Ret) Theresa Walker
LMD-HR, Bldg. 718 "E" St., Camp Beauregard, Pineville, La. 71360
E-mail: theresa.j.walker2.nfg@mail.mil
Office: (318) 641-5393 / (318) 641-5392
Fax: (318) 290-5060