

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Specialist (Warehouse) #50382275

ANNOUNCEMENT NO. 039-2017

SALARY: AS-612 / Minimum \$25,854 / Maximum \$54,434 annual salary

LOCATION: LA Military Department (LANG-CM), Camp Minden Training Site, Minden, Louisiana

OPEN: 3 March 2017

CLOSE: 17 March 2017

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:** Employee should have at least two years experience in Supply/Logistics field. Familiar with producing inventory control procedures for cost saving measures and recommending courses of action. Must have the ability to conduct Annual/Quarterly Inspections required by the Office of Risk Management (ORM). Ability to work with general guidance to meet objectives and established guidelines. Must have computer skills and be able to interact with on-line systems such as Integrated Statewide Information system (ISIS) and the Protégé Asset Management System.

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 (LMD) 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 foster 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:** Serves as Installation Warehouse Manager. Directs centralized warehouse operation procedures for inventory control, storage/distribution of equipment and supplies. Coordinates all warehouse activities with the Installation Management Officials and representatives from other agencies to include Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) and Federal Emergency Management Agency (FEMA). Process requests for mission essential equipment needed during State Emergencies. Develops and implements storage systems, policies/procedures to obtain maximum use of storage areas. Responsible for fuel operations for Camp Minden to include reports to Installation Commander. Complies and submits quarterly building inspection to Installation Safety Officer and Office of Risk Management (ORM). Supervises maintenance of assigned facilities, material handling equipment (MHE) and warehouse inventory control systems. Plans and coordinates Internal Hand Receipt Program throughout Camp Minden to include proper accountability, serviceability and turn-in of assigned equipment. Maintain State Register for property over \$1,000.00 and property under \$1,000.00. Warehouse Key Control duties include maintaining proper accountability/assignment for all keys/entry devices to support assigned logistical warehouses. Responsible for State Fleet Vehicle Key Control and Fuel Key Assignment for Fleet Vehicles. Maintains manual and electronic documents, files and records for the purpose of documenting equipment and commodities to provide reliable source information. Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster 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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