

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Assistant Manager (Public Relations) #182435

ANNOUNCEMENT NO. 048-2017

SALARY: AS-615 / Minimum \$31,678 / Maximum \$66,685 annual salary

LOCATION: Youth Challenge Program, Recruiting Department, Camp Beauregard, Pineville, Louisiana

OPEN: 22 March 2017

CLOSE: 5 April 2017

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:** Ability to work and communicate effectively with peers, supervisors, subordinates, agency personnel and the public. High school diploma or equivalency required. Two year Associate Degree required (Bachelors Degree preferred) or relevant equivalent experience considered. Additional certifications, licenses and trainings are favorable. Previous experience working or volunteering with youth development programs and agencies is recommended. As a representative of both the Louisiana National Guard and the Louisiana National Guard Youth Challenge Program, employee is required to dress professionally and maintain strict professional appearance and dress in compliance with Louisiana State Military Department and Louisiana National Guard Education Programs Dress Code Policy. Must be detail oriented and highly organized. Excellent, effective, and efficient interpersonal communication and presentation skills are required. Employee must be able to work both independently, and as a team member, depending on the nature of the task required, to engage and inform peers, supervisors, subordinates, agency personnel, potential applicants, family members and the general public. Must take personal initiative and possess strong problem solving skills. Applicant should work independently with minimal supervision and possess the ability to research, identify, organize, implement and execute tasks and activities. Technological proficiency is required. Abilities should be considered above average and not limited to a basic understanding of word processing programs. Utilizing a wide variety of applications, programs and devices quickly and expertly is expected in order to maximize job performance. Available to report to duty during emergency or disaster situations is required.

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: Advertising - Develop relationship with advertisers. Solicit and approve advertising proposals within advertising budget set by each program. Evaluate advertising market and develop innovative and comprehensive marketing strategy. Schedule advertisements, generate 101 budget documentation, submit 101 for coding/approval, deduct from budget, receive and pay invoices prior to suspense deadlines. Budget - Maintain balanced budget spreadsheets for 3 program budgets working with 3 budget technicians which details records of recruiting travel expenses, advertising expenses and other purchases. Utilize LACARTE purchase card for advertising and other purchases. Adhere to LACARTE procedures and State fiscal guidelines pertaining to travel and purchases, and maintain thorough, precise and organized documentation for submission of reconciled monthly credit card statements. Utilize WORKS for timely submission of credit card uploads and documentation prior to suspense deadlines. Other - Maintain departmental activities calendar for construction of weekly meeting reports. Submit weekly slides and attend Director's meetings for supervisor as necessary. Maintain departmental travel records and assist with reconciliation of recruiter credit card statements including obtaining required signatures and submitting documents for re-imbursement. Maintain and purchase recruiting supplies and outreach materials when supplies run low. Cooperatively with supervisor, manage YCP website and social media content to include uploads and maintenance. Cooperatively with supervisor, assist in the scheduling of interviews, promotional events, conferences, community events, presentations, television tapings, live radio feeds. Etc. Assist recruiting team with presentations and participation in events as assigned on as needed basis as directed. Complete media (television and radio) appearances on behalf of LANG Educational Programs as assigned. Maintain digital event tracker database which captures departmental/recruiter activities with notes. Maintain yearly conference calendar. Complete reservations and payment submission for major conferences and events. Maintain applicable departmental and program data including surveys, interview numbers and graduation numbers. Work cooperatively with families, applicants and representatives of organizations/agencies both in person and by phone. Submit monthly mileage reports and maintain service records for departmental GSA vehicles. Review for accuracy and sign time and attendance documentation. Assist with daily departmental operating tasks including directors meeting information/slide submission. Complete departmental travel authorizations and specific conference travel authorizations. Construct mid-year and final employee evaluations. Submit to Public Relations Manager for review and approval. In absence of Public Relations Manager, act as departmental manager with supervision authority. Meet deadlines designated by supervisors. Adhere to state and organizational policies and procedures. 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
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