

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Manager (Logistics) #50353115

ANNOUNCEMENT NO. 090-2017

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

LOCATION: LA Military Department, LANG-CM, Minden, Louisiana

OPEN: 7 July 2017

CLOSE: 21 July 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:** Should have at least a four year college degree, but at least 10 years senior level experience is preferred (ex. MAJ or MSG and above). Must possess thorough working knowledge of Microsoft Office Programs (Word, Powerpoint, Excel, Access, Outlook, etc.). Must have the ability to communicate clearly verbally and in writing. Must have the ability to work and communicate effectively with peers, superiors and subordinates. Employee should be familiar with producing Executive Summaries and information papers, decision papers, various memorandums and developing/briefing/recommending competing courses of action. Based on decisions made the employee needs to be able to develop, coordinate, brief and then execute an Operational Plan. Employee should be able to read and publish Revenue/Income and Cost/Expense Statements.

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: Installation Logistics Manager Duties include: Proper accountability for all State (to include Federal property) property IAW LPAA. Inventory and storage management. Property utilization, to include turn in and Lateral Transfer. Plans, directs and organizes logistical and supply operations. Maintain key control for Camp Minden. Provide onsite management of: GOHSEP (Governor's Office of Homeland Security and Emergency Preparedness), DCFS (Department of Children and Family Services) and FEMA (Federal Emergency Management Agency). Manage Camp Minden Housing requirements to include, Town Hall Meeting, work order request, request for housing and prepare recommendations to Installation Commander. ORM Duties: Fire Marshall Inspections, Annual Fire System Inspections, Fire Drill Reports, HAZMAT Training. Manage contract for scrap metal sales. Manage CMTS BOQ: Maintain current registration of CM BILLETING in the U.S. Government's System for Award Management (SAM). Collection of funds by both: SF 1034's charges and Checks and money orders. Manage Key Control Responsibilities for the Post Buildings/Offices/Perimeter and internal Gates. Perform Building Custodian responsibilities with Quarterly Safety Inspections, monitor energy consumption and protect/maintain. Emergencies Operations Support: Establish CMTS ALOC in A100, Room 120, publish/file 1594 and other material at EOM, as directed work at JOC as a LNO, manage MREs and bottled water on Camp Minden, help supervise/support response to emergency situations on Post to include: Manage both LOG support and additional explosive safety requirements, reset LOG equipment during recovery operations, assist and manage commercial leases, provide Logistical Support to Soldiers in support of (ISO) IDT and AT, ISO JRTC rotations, manage CMTS Equipment. Status and Operational Readiness reporting: Brief Installation Commander at least each quarter as required. 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/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf>.** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

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