

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Manager (Logistics) #184164

**ANNOUNCEMENT NO.** 124-2017

**SALARY:** AS-615 / Minimum \$31,678 / Maximum \$66,685 annually

**LOCATION:** LA Military Department (LANG-GL), Gillis W. Long Center, Carville, Louisiana

**OPEN:** 31 August 2017

**CLOSE:** 13 September 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:** Must have supervisory experience and the ability to supervise six employees. Must have working knowledge of Microsoft Office programs. Must have the ability to effectively communicate verbally and in writing. Must keep the Chain of Command informed of all assign tasks. Must have a dependable work attendance history and the ability to work and communicate effectively with peers and superiors. Must be able to lift as least 50 lbs. Must be able to operate a State vehicle and forklifts. Must be able to work weekends and holidays when 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) Card. 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. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public. Must complete SHARP Training and all LMD annual training requirements. Must adhere to the Code of Ethics and foster a 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:** Manage all Logistical activities supporting the infrastructure of the Louisiana National Guard, Gillis W. Long Center at Carville, Louisiana. Manage the Property Control and accountability of all movable State property. Manage the receiving, tagging, inventory and distribution of all State property and materials centers. Manage the Janitorial Superintendent in the areas of janitorial support for the center and its tenants. Manage the operations of the Laundry Facility that supports the Gillis W. Long Installation which serves the Conference Center, Dining Facility, Billeting and Youth Challenge Program. Manage Logistical contacts to include: Janitorial, laundry, garbage and trash removal for the Installation. Report to work during drill weekends as needed. Must maintain and wear all safety related equipment and/or report any violations or deficiencies. Must ensure that they inform the Safety Coordinator on any violations reported to them and follow up to ensure it is corrected. Must use energy conservation measures and ensure that these measures are taken daily before leaving the job site. Main accountability of all equipment and ensure data cards are up to date. Maintain and practice good environmental protection measures. Must inform the supervisor of all telephone and address changes. 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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