

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Assistant (Purchasing) #50388356

ANNOUNCEMENT NO. 126-2017

SALARY: AS-613 / Minimum \$27,664 / Maximum \$58,240 annually

LOCATION: LA Military Department (LMD-K), Camp Beauregard, Pineville, Louisiana

OPEN: 6 September 2017

CLOSE: 19 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:** Experience in construction or contracting preferred. Knowledge in on-line systems such as the Integrated Statewide Information System (ISIS) desired. Must have knowledge/skills with Microsoft Office Programs (Word, Excel, Powerpoint, Access, Outlook, etc.). Skilled in the basic principles of Purchasing: systematically contacting vendors, using standard specification sheets, special considerations initiative for Veteran and Service connected Disabled Veteran owned small Entrepreneurships, etc. Skilled in working and effectively communicating with peers, superiors and subordinates. Ability to work as a member of a team with general guidance to meet objectives and established guidelines. Ability to operate and drive a State vehicle.

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: Acts as the Louisiana Military Department (Agency) purchasing agent/buyer for equipment, services and supplies. Implements sound procurement practices in accordance with executive policy, laws, legislative mandates and agency policies for Camp Beauregard, including the Youth Challenge Program, Camp Cook and ANG. Responsible for purchasing activities of the region for armories in support of the CFMO. Provides quality, timely services to the agency and vendor communities. Buyer ensures completeness, accuracy, appropriate levels of approvals and acts as final verifier of competitiveness of all purchasing requests prior to input into LaGov SRM system. Responsible for annual fixed charges services procurement for supported entities. Direct coordination of daily purchasing requirements with Installation Commander and staff, YCP-Camp Beauregard and appropriate CFMO personnel. Duties require a detailed knowledge of and frequent coordination with both state-wide and local supplying vendors. Prepare solicitation of bids for equipment, services and supplies. Review and award bids to selected vendor IAW state procedures within LMD authority. Submit purchasing actions utilizing the LaGov system for all equipment, services, and supplies that exceed agency limits. Monitor these acquisitions and coordinates delivery. During state declared emergencies, operates from the emergency operations center located at Camp Beauregard to support emergency purchase requirements. Uses state contract system for purchases. Issues purchase orders to vendors and coordinate delivery with vendor/requestor. 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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