

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Coordinator (Regional) - *Temporary

ANNOUNCEMENT NO. 008-2018

SALARY: AS-616 / Minimum \$42,370 / Maximum \$83,408 annually

LOCATION: LA Military Department, DCFS, New Orleans, Louisiana

OPEN: 9 January 2017

CLOSE: 23 January 2018

****Temporary Appointment:*** *Expires upon return of mobilized employee. Earns Leave & Eligible for Benefits.*

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:** Emergency Preparedness operational experience. Completion of ICS 100, 200, 300, 400, 700, 800 courses. WEBEOC Training, Evacuee Tracking Database Systems Training, ARC Shelter and Staff Tracking Program Training. Intermediate knowledge of Microsoft Office Applications (Word, Powerpoint, Access, Excel, Outlook). Capable of working continuous extended hours (14 plus). Capable of lifting objects weighing at least 25 lbs. Ability to stand for long periods of time (2 or more hours). Must maintain a valid/current Louisiana Driver's License.

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. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

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 attend/complete all LMD annual training and other training required for the position. 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:** Provide assistance to the Emergency Preparedness (EP) Division in managing emergency services to include evacuations, sheltering, feeding, transportation and DSNAP operations. Provide situational awareness to DCFS Director / Deputy Director on any event which could affect the ESF 6 / DCFS Mission. Coordinate emergency preparedness efforts with the local parish OEPs and the GOHSEP Regional Coordinators. Work in conjunction with support agencies, parish officials and individuals to ensure that DCFS Emergency Preparedness objectives are met. Coordinate day to day activities regarding emergency operations and training with the Regional Lead Area Manager. Develops and provides emergency preparedness training (initial and refresher) to DCFS Staff. Assist in the development, assessment and update of the DCFS Emergency Operations Plan. Assist in development and/or revision of policies and procedures for processes implemented during emergencies and/or disasters including but not limited to evacuation operations, shelter operations, evacuee tracking, and reporting. Create forms and other supplementary documents for all procedures to be implemented during emergencies. Serve as liaison between Field Operations and the DCFS Emergency Operations Center. Assist with coordination of transportation, feeding and housing of DCFS personnel who work at Transportation Transfer Points, Shelter sites and DSNAP sites. Assist in development of Memorandums of Understanding (MOU) and Cooperative Endeavor Agreements (CEA) with parish governments, support agencies and vendors to provide necessary resources in the event of an emergency. Attend DCFS Emergency Preparedness meetings and report on status of emergency preparedness issues. Coordinate meetings between Emergency Support Functions (ESF) to facilitate communication among agencies supporting ESF-6 functions in preparation for and during emergencies. Prepare reports that document ESF-6 Emergency Preparedness status and capability to provide services for victims. Assist in requesting, obtaining and tracking resources during emergencies and/or disasters. Assist in development of budgetary recommendations for emergency resources. Complete After-Action Reports for any emergencies and/or training exercises conducted. Maintain all pertinent historical data and files in reference to ESF-6 Emergency Preparedness, Response and Recovery. Serve as primary instructor for DCFS-EP Training Material within assigned Regions. 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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