

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Manager (IT & Commodities ESF7) -*Temporary **ANNOUNCEMENT NO.** 024-2018

SALARY: AS-613 / Minimum \$1,330.40 / Maximum \$2,619.20 Bi-weekly

LOCATION: Louisiana National Guard Tactical Operations Center, Baton Rouge, Louisiana

OPEN: 2 February 2018

CLOSE: 16 February 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:** ICS and NIMS Certifications are preferred. The following certificates must be obtained: IS100 Introduction to Incident Command System; IS200 ICS for Single Resources and Initial Action Incidents; IS300 Intermediate ICS for Expanding Incidents; IS700 Introduction to National Incident Management System; IS703 NIMS Resource Management; IS800 Introduction to National Response Plan; IS807 Emergency Support Function (ESF) #7 Logistics Management and Resource Support. Must obtain other required training including, but not limited to WebEOC and Tracking Database Systems. Advanced working knowledge of Microsoft Office applications (Word, Powerpoint, Excel, Access, Outlook, Access) is Required. Excellent communication skills (oral and written). Ability to identify problems and review information to develop and implement solutions. Principles and methods for moving commodities to areas of concern. Communicate information so others will understand. Respond to a wide range of issues under stress. Consult with officials of local and area governments in order to determine their needs and capabilities in emergencies. The ability to multi-task in a fast-paced environment.

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:** Incumbent serves as the Information Technology (IT) expert in the Unified Logistics Element (ULE), responsible for ensuring all assigned IT systems remain operational for immediate activation during emergencies. Incumbent is required to become fluent in all assigned mission tasking systems (i.e. WEBEOC), all commodity tracking systems (i.e. PODIS) and state contracting systems (i.e. ISIS) and will be responsible for training all assigned forces annually. Coordinates with LANG, state agencies and commercial vendors (when directed) to develop, enhance and upgrade commodity tracking software. Assists ESF7 Director with developing commodity requirements to support state and local agency emergency response plans. Maintains inventories in assigned tracking systems for commodities at all facilities to include Warehouses, Regional Staging Areas, and Points of Distribution. Tracks and forecasts commodity shelf life and coordinates with appropriate agencies to secure replacements. Responsible for providing planning expertise on inventory levels and storage locations as well as all shipping and receiving requirements. Coordinates transportation of commodities for all assigned facilities and operational missions. Assists warehouse manager with physical movement of commodities at all assigned or directed locations statewide to include operating forklifts and towing flatbed trailers. Tracks and coordinates facility maintenance at all ESF7 locations to include ULE, RSA and warehouses. Assists ESF7 Director with development of state emergency response plans and support requirements to regional and local emergency response plans. Represents ESF7 Director at Federal, State and local parish meetings and conferences as needed, and makes presentations when tasked. Conducts continuing liaison with State/Parish agencies, regional authorities, civic and volunteer groups as directed. Participates in all directed federal, state and local exercises to include annual DRX, CPX, LCAT, and develops logistics scenarios and injects when requested. Serves as an ESF7 initial responder to forecasted emergencies/disasters and required to report to deploy (as directed) frequently prior to an emergency declaration. Primary duty location during a response or recovery operation will be the Unified Logistics Element, but may function as a member of an Incident Management Team (IMT) that may deploy closer to the incident site. Conducts risk assessments for a wide range of situations such as weather conditions, road conditions and flooding. Performs other duties as required.

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.

Ms. Carol Hadley
LMD-HR, 5445 Point Clair Road, Carville, La.
E-mail: carol.m.hadley.nfg@mail.mil
Office: (225) 319-4814
Fax: (225) 319-4772