

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Assistant Manager (Plans/Operations/Strategic) **ANNOUNCEMENT NO.** 129-2019
#184310

SALARY: AS-617 / Minimum \$45,344 / Maximum \$89,253 annually

LOCATION: LA Military Department, Headquarters, Gillis W. Long Center, Carville, La.

OPEN: 23 July 2019 **CLOSE:** 6 August 2019

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 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: *Required*** – Ability to work independently with general guidance to meet objectives and established guidelines. Must be proficient with Microsoft Office Suite software (Microsoft Word, Excel, Access, Powerpoint and Outlook). Must be able to operate on-line systems i.e. Integrated Statewide Information System (ISIS) and Louisiana Performance Accountability System (LaPAS). Must be able to understand guidelines and requirements for the development and maintenance of strategic plans.

Preferred – Bachelor's Degree in business related field. Education and/or experience in managing or assisting in the management of projects or programs. Two years experience in the development of strategic plans. Education and/or experience in accounting, program development, and program analysis. Experience performing critical tracking and reporting during State emergencies. Experience dealing with FEMA tracking or reimbursements to the State.

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 and work extended hours for the duration of the event. 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. The successful applicant will be required to join the Louisiana State Guard as a condition of employment. Service in the Louisiana State Guard does not require the applicant to perform military training, periodic inactive duty (monthly drills), nor does it require deployment outside of the State of Louisiana. The applicant can expect that service in the Louisiana State Guard to be substantially the same as normal State Government working conditions.

4. POSITION DESCRIPTION: Ability to work independently with general guidance to meet objectives and established guidelines. Must be proficient with Microsoft Office Suite software (Microsoft Word, Excel, Access, PowerPoint, Outlook, etc.), Integrated Statewide Information System (ISIS), and Louisiana Performance Accountability System (LaPAS). With the use of guidelines and requirements develop, update and maintain agency Strategic Plans. Track/report agency quarterly performance indicators. Assist in the detailed development, request, implementation, analysis and revision of agency program annual budget. Assist and/or complete required annual legislative reports. Review, validate and update current long-range programs. Conduct/direct cost-benefit analysis of proposed policy and program alternatives as directed. Conduct/direct trend evaluation and long range forecasting based on statistical analysis as directed. Review, validate and provide corrective action for all federal programs having statewide impact. Assist in reviewing/revising and creation of policy and procedures for the agency. Provide emergency operations tracking of expenditure and projections for management as directed. Manage and schedule training for all agency and employees/supervisors. Represent agency at meetings as directed. When directed write professional correspondence in appropriate format and use of protocols. Act as the HQ's Subject Matter Expert in the use of automated information systems and programs, this will include providing instruction and troubleshooting. Advise the leadership on the best way to use systems and programs to better the organization and make it more productive. 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.

Ms. Carol Hadley
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