

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Manager (Office) #125190

ANNOUNCEMENT NO. 160-2019

SALARY: AS-617 / Minimum \$45,344 / Maximum \$89,523 annually

LOCATION: LA Military Department, LANG-JB, Jackson Barracks, New Orleans, Louisiana

OPEN: 13 August 2019

CLOSE: 27 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 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 a thorough working knowledge of Windows/Microsoft Office (Outlook, Word, Powerpoint, Excel, Access, etc.). Ability to review documents for accuracy and completeness. Ability to communicate clearly verbally and in writing. Strong organizational skills.

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. 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:** Receives telephone calls and visitors according to Post Command Staff requests and refer calls/visitors to appropriate staff. Liaison with other agencies, organizations and groups. Maintains office equipment. Ensures personnel files are up to date and secure. Prepares, proofreads and edits correspondence, reports and other materials. Performs and supervises administrative support activities such as maintaining files and central records, printing and duplicating services. Prepares requisitions for the purchase of supplies and equipment. Maintains calendar of events for Post Command staff, as instructed, making appointments and arranging meeting rooms and materials. Picks up mail from the Post Office and post mail room twice a week, sorts and distributes. Schedules, attends and takes minutes at weekly internal staff meeting. Preparation and timely submission of biweekly payroll reports. Payroll duties to include collecting all time and attendance documentation to submit to Human Resources. Maintains excellent payrolls records to stay in compliance with State Audit Procedures. Serves as liaison and/or contact person for the Post Command Staff between and amongst other Departments and Post Residents. Compiles information from various sources and prepares specialized reports. Requests Travel Authorization and process Travel Voucher Payment requests for Post Command, Safety and Force Protection and other staff as needed. Maintains calendar of events for all Jackson Barracks rental locations (MUC Theater, Powder Magazine, Fleming Hall, 5 classrooms in Bldg. 2055, Recreation Center) to include collecting payments, processing short term lease agreements between the renting party and State Facility Management and coordinating support to event host. Assists Facility Engineers Department with the timely input of daily work orders into the work order database. Prepares monthly Billing surcharge reports to be submitted to USPFO. Preparation and submission of HR Actions to include timely submission of employee PERS and collecting all supporting documentation needed to properly submit LMD Form 1s and Form 3s. Critical personnel during an all hazards event to provide support to Post Command staff. Ensures accurate and timely submission of daily reports and personnel/payroll tracking. Monthly tracking and completion of Post Headquarters vehicle fuel and mileage log. Adheres to State Military Department Policies and Procedures. Performs 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. Stephanie Decquir
LMD-HR (Jackson Barracks) P.O. Box 440, Chalmette, La. 70044
E-mail: stephanie.a.decquir.nfg@mail.mil
Office: (504) 278-8547