

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Office Manager (Recruiting) #50357642

ANNOUNCEMENT NO. 183-2019

SALARY: AS-611 / Minimum \$25,896 / Maximum \$50,877 annually

LOCATION: LA Military Dept, Education HQS, Youth Challenge Pgm, Camp Beauregard, Pineville, La

OPEN: 17 September 2019

CLOSE: 1 October 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:** High school diploma or equivalency required. Two year Associate Degree or directly applicable experience preferred. Additional certifications, licenses and trainings are favorable. As a representative of both the Louisiana National Guard and the Louisiana National Guard Youth Challenge Program, employee is required to dress professionally and maintain strict professional appearance and dress in compliance with Louisiana State Military Department and Louisiana National Guard Education Programs Dress Code Policy. Must possess excellent communication skills both written and oral. Must be organized and able to work with minimum supervisor. Excellent, effective and efficient interpersonal communication and presentation skills are required. Employee must be able to work both independently and as a team member, depending on the nature of the task required, to engage and inform peers, superiors, subordinates, agency personnel, potential applicants, family members and the general public. Technological proficiency is required. Abilities should be considered above average, and not limited to a basic understanding of word processing programs. Utilizing a wide variety of applications, programs, and devices quickly and expertly is expected in order to maximize job performance.

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: Frontline communication and reception for the YCP Recruiting Department. Responsible for answering the Youth Challenge Program for switchboard, to include transferring calls to appropriate facility, taking messages as necessary. Checking voicemails, returning calls and distributing messages as needed. Record potential "lead" calls with important demographic information and keeping an accurate account of information in the database system for applicant tracking, then distribute to assigned Recruiter. Coordinate mass mail out of new class information, to include printing, postage and mailing of applications. Responsible for all email correspondence generated from the YCP website, to include checking emails and responding as needed. Manage the EZ Texting system for scheduled texts to our applicant tracking database. Responsible for securing and returning the key to Post Theater on schedules interview dates for all YCP Programs. Assist in cleaning the Post Theater for inspection before returning the key to Operations. Cross reference the interview sign sheet with our applicant tracking database. Responsible for updating parish resource binders with new information from Recruiters and distribute to all YCP programs annually. Prepare and coordinate mail, faxes and express packages daily. Keep stock of recruiting materials (DVD's, brochures, flyers, applications, etc.), to include preparing folders for upcoming events/meetings. Responsible for completing enrollment letters for accepted students for all classes and distributing to Recruiters. Maintain time and attendance/daily sign in sheets for all staff in the recruiting department. Responsible for turning in all time and attendance to the Office Manager at Headquarters. Maintain office equipment and schedule necessary repairs. Assist Recruiters with reminder calls for upcoming interviews. Advise supervisor of any issues to ensure excellent customer service. Occasional travel by conventional means including GSA within the region and to other locations as required. Model professional behavior and demonstrate appropriate boundaries consistent with a State Employee who works closely with at-risk youth. Strict professionalism is expected at all times in dress, communication and conduct. Maintain professional, approachable, transparent and proactive communication with YCP Staff and Departments through participation in YCP Program events such as Intake Days, Family Days and Graduations. Maintain honest and accurate record of time and attendance while performing job duties and responsibilities, which includes documentation with leave slips/k-time slips. Abide by all GSA guidelines and operating procedures. Maintain responsibility for care and condition of assigned GSA vehicle, including performance of regular preventative maintenance inspections. 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. Wenda Woolf / Ms. Christina Grimmert
LMD-HR (Camp Beauregard), Bldg. 718 "E" St., Pineville, La. 71360
E-mail: wenda.a.woolf@mail.mil / christina.m.grimmert.nfg@mail.mil
Office: (318) 641-5392 / (318) 641-5394
Fax: (318) 290-5060