

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Admin Technician (Museum Operations) -*Part-Time **ANNOUNCEMENT NO.** 006-2019

SALARY: AS-609 / Minimum \$10.88 hourly / Maximum \$21.36 hourly

LOCATION: LA Military Department (LANG-PAO), Camp Beauregard, Pineville,, Louisiana

OPEN: 8 January 2019

CLOSE: 22 January 2019

**Part Time/Temporary: Employment of no more than 20 hours per week, paid hourly, accrue sick and annual leave at reduced rate, but receive no other benefits (i.e. insurance or retirement). No Overtime allowed. Expiration of position is 30 JUN 2019 (will be extended depending availability of position funding).*

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:** Bachelor's Degree in History, Museum Studies or Library and Information Science desired, but not required. Must have the ability to work independently with general guidance. General understanding of U.S. Armed Forces structure. Must be able to lift 50 pounds. Familiar with computers and the use of Microsoft Office (Outlook, Word, Excel, Powerpoint) and the willingness to learn Pass-Perfect Program for artifact entry. Experience with spreadsheets or relational databases and Adobe Design products is desired. General knowledge of office operations such as equipment, filing (paper and digital) and tracking processes. Must be willing to manage incarcerated work-release personnel when assigned for cleanup details near and around the museum. While regular work hours will be established and typically followed, individual must have some flexibility to work alternate hours (later/weekends) if a situation arises that requires it.

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: Assist the Curator, Collections Manager and volunteer staff in several areas and occasionally complete tasks individually. Duties include but are not limited to exhibit preparation, historical research requests, administrative tasks (i.e. mail collection, museum security checks, weekly artifact inventories, museum opening and closing operations, answering phones), scheduling and guiding tours, minor maintenance activities such as changing light bulbs, cataloging and inventorying artifacts and library content utilizing “Past Perfect Collections Management” and “Library Thing” software programs. Attend weekly museum meetings, mandatory and job related training, workshops and mission enhancement classes as required. Coordinate with various museum and PAO staff members as mission requires. 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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