

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Supervisor (Resource Manager) - *Temporary

ANNOUNCEMENT NO. 015-2019

SALARY: AS-614 / Minimum \$1,423.20 / Maximum \$2,802.40 Bi-weekly

LOCATION: LA Military Department, LA ANG, Belle Chasse, Louisiana

OPEN: 16 January 2019

CLOSE: 30 January 2019

****Temporary Appointment:*** *Expires upon return of mobilized employee. Earns Leave & Eligible for Benefits (No LASERS).*

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 thorough working knowledge of Windows, Microsoft Office Suite and other technology skills as required. Ability to work and communicate effectively with peers, superiors and guardsmen.

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:** Coordinate with Production Control, Supply Technician and Engineering staff to ensure all labor, material and contract information is complete. Recapitulate the cost of all material used per work order for the O&M and RPS. Assure that all proper approvals and documentation are received before funds are obligated. Assist the Base Civil Engineer (BCE) in preparing the monthly Real Property/MILCON report for the National Guard Bureau and the LA Military Department (LMD). Provide financial advice, accounting and bookkeeping support services to the Civil Engineer Environmental and Security Forces activities of 159 FW Louisiana Air National Guard. Facility Operation Maintenance Activities (FOMA) approximately 2.5 million/FY, Security Cooperative Agreement (SCA) Sustainment, Restoration and Modernization (SRM) budget ranging from \$250,000 to over \$5 million/base year on current programs: Organizational Budget (O&M) and MILCON; National Guard Bureau (NGB); United States Property and Fiscal Office (USP&FO); Department of Military Affairs; Comptroller; 159 FW Louisiana Air National Guard; local Air National Guard offices; Civil Engineer offices; State Departments and personnel; vendors; contractors; suppliers and private sector. Monitors and assists with the tracking of CE RPS, SRM and O&M Budgets for both Federal and State funds and MILCON. Maintain the account/recordkeeping ledger by entering all purchase orders and Operations and Maintenance expenditures into the required accounting databases. Keep files neat, legible and understandable by others. Perform other duties as required, to share in the overall functions and duties of the engineering offices (i.e. answering telephones, mail call). Brief maintenance personnel on main base and at Geographically Separated Units (GSUs) so that they understand their shop budgets and are in compliance with State Purchase Card requirements. Assist the Federal Resource Advisor preparing Spend Execution Plans monthly to include processing all State Purchase Card Statements and requests for reimbursement (SF270) in accordance with LA Military Department Procedures. Attends and briefs at Program Budget Advisory Committee (PBAC) meetings as required. Meets with State Fiscal Office to reconcile all expenses for legitimacy and accurate budget codes and reporting categories. Coordinate with vendors to purchase equipment and supplies. Contact contractors to receive bids, quotes or estimates, does have purchase authority with Resource Advisor approval. Ensure compliance of environmental, safety and health concerns IAW all ANG, AF, State and Federal instructions. Prepares unfunded requests for Facility Manager. Assist BCE/FM with writing SOW and Government Cost Estimates for service and minor repair contracts. Monitor LA ANG State Fixed Charges and Contract program for Quality Assurance. Coordinate Master Cooperative Agreement Program with LMD and LA USFPO offices. Manage LA ANG Utility programs, process payments and track usage using local and HQ ANG directed programs. Prepares supporting documentation of all vouchered expenditures of In-Kind Assistance (IKA) for Assistant USP&FO to ensure the LMD meets its match of MCA IAW NGR 5-1. Assumes office supervisory roles to include time/attendance as well as training of all Air Guard State employees. 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