

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Coordinator (Data Entry) #183534

ANNOUNCEMENT NO. 008-2020

SALARY: SS-410 / Minimum \$27,706 / Maximum \$53,435 annually

LOCATION: LA Military Dept., Youth Challenge Program (YCP-GL), Gillis W. Long Center, Carville, La.

OPEN: 15 January 2020

CLOSE: 29 January 2020

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:** Knowledge of database design concepts of Microsoft Office to include Word, Access, Powerpoint, Excel and Outlook. Knowledge of educational software programs to include GED 21st Century, Skills Bank, Typing Trainer. Knowledge of Microsoft Operating systems to include Windows XP, Vista 7 and Microsoft Server 2010.

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:** Ensures the operation of 31 computers in the computer laboratory. Ensures the operation of 4 computers in the Cadre Development Center (CDC). First responder to trouble calls. Acts as systems administrator for the YCP-GL network and Provides network administrative support. Acts as the IASO (Information Assurance Security Officer) and system administrator for YCP-GL RCAS computers. Working knowledge of database design concepts and Microsoft Office to include word-processing, database input and management, Excel spreadsheet and Power Point graphics arts presentation. Prepares and presides over the execution and completion of the YCP-GL yearbook that is issued to each YCP-GL Graduate. Organizes and enters new cadet photos into the Data base at the beginning of each cycle. Creates the permanent cadet ID cards during third cadet promotions each cycle. Provides Bi-annual (cycle specific) reports to the executive level. Set-up and maintain (IT) equipment for Parent and Executive level briefings. Assume other duties and responsibilities as assigned. Acts as the Point of Contact (POC) for the following: Coordinates with the J-6 to ensure the YCP-GL network retains connectivity to the LANG network. Coordinates/Interacts with Data Entry Coordinators at other YCP sites in Louisiana. Coordinates and represents YCP-GL with National Guard Bureau (NGB) Database programmer. Coordinates the installation and setup of the Network Printers (State Contracted items). Plans and Recommends the following to the executive level: Computer systems, Network systems, State Cell Phones and user station upgrades. 10% annual lifecycle upgrade per fiscal year to ensure accomplishment of YCP mission. Manage a \$50 thousand dollar (IT) budget each fiscal year. Maintains inventory of YCP-GL computers, printer, monitors equipment and software. Utilize educational software programs. Manages the in-house Access Data Base for cadet and staff tracking. Manages the Budget software that tracks YCP-GL budget. Manages the Outdoor Audio system. Manages and troubleshoots the (HSS and MMR) video surveillance systems. 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.

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