

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Assistant (to MWR Manager) -*Temporary
#50589168

ANNOUNCEMENT NO. 043-2020

SALARY: AS-608 / Minimum \$10.17 / Maximum \$19.96 hourly

LOCATION: LA Military Department, LANG-GL, Gillis W. Long Center, Carville, Louisiana

OPEN: 27 February 2020

CLOSE: Open Until Filled

**Temporary Appointment: No Leave. No LASERS. Not eligible for Benefits. Expires upon return of permanent employee.*

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:** Experience in Accounting Programs, Payables, Receivable and Payroll, Inventory knowledge pertaining to Retail and Food & Beverage Operations. Marketing capabilities.

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:** Verify daily deposit draw. Verify all monies in safe. Batch credit card receipts for collection. Account receivables invoices. Collection of accounts payable. Go to bank (deposits/change orders). Reconcile bank statements. Manager must be prepared to assist/work in the clerk's position when necessary or in emergencies. Request job announcement for vacancies. Interview, recommend for hire, train, and lead employees. Order/receive shipments, price and stock on store shelves. Marketing of new items. Staff meetings and any other duties appointed by Installation Commander and/or SEA. Supervise and provide assistance as necessary for all MWR functions. Prepare paperwork and forward copies with payment to LMD-F. Responsible for appearance of all MWR entitles. MWR key control custodian. Invoicing and receipts of rental payments. Conduct and review inventories of Exchange, MWR Equipment Room and Silo Club. Manages MWR Departs: silo Club, Golf Course, Lake, Crawfish Pond, Tennis Court, Catfish Pond and Pool. Programming of registers when necessary upon receipt of new or changed items. Responsible for hiring of bartenders and life guards. Telephone & address changes must be kept up to date at all times. 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. Carol Hadley
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