

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Operations Manager #50408280

ANNOUNCEMENT NO. 051-2020

SALARY: SS-419 / Minimum \$53,435 / Maximum \$105,206 annually

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

OPEN: 6 March 2020

CLOSE: Open Until Filled

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 preferred. Extensive experience preferred. Working knowledge of military structure and protocols. Knowledge of Educational Programs. Knowledge of Windows and Office Programs. Excellent communication skills, both oral and written are required

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: Synchronize and coordinate operations and taskings between Educational Programs; Seven Programs (3 StarBase, 3 Youth Challenge, Job Challenge) and three Departments (Recruiting, Fiscal, Education Coordinator). Facilitate meetings for Education Programs, USPFO, LMD and outside entities (LCTCS, DOE, etc.) via Face to Face or telecom. Prepare and manage briefing slides for weekly CUBs, weekly Ed Programs sync meeting, monthly DJS meetings, quarterly Consolidated meetings and others as needed. Produce Operational Plans, Policy, MFRs, SOPs as directed by Director. Collect, maintain, review and forward SIRS from Ed Programs to NG-J1-Y. Act as Subject Matter Expert on all YCP matters. Conduct research ISO Ed Program objectives and initiatives. Compile and submit Performance Data for all Ed Programs as required by NG-J1-Y, DOD, LMD, LANG. Represent Ed Programs during LANG planning or training events. Develop, plan, execute and supervise the annual Ed Program workshop. Act as the single POC for Ed Programs with NG-J1-Y, DOD, LANG, LMD and outside entities. Act as the single POC for all Ed Program Personnel Actions for Director, EP level approval. Act as the single POC to the LANG Foundation for all EP requests for funds and/or donations. Maintain and disseminate all EP program statistics for historical records. Manage, coordinate and supervise JAG program initiative for 3 YCPs and LA DOE. Manage, coordinate and assist as needed YCP Graduation speakers. Manage, coordinate and recommend changes to YCP/JCP uniforms, packing list items and/or logos. Supervise, provide analytics and recommend COAs for HiSet goal attainment. Coordinate and supervise Full Time employee recruiting. Manage, coordinate and supervise LA DOE Youth Challenge Grant funding for scholarships. Manage, coordinate and action taskings from entities outside of LANG. Coordinate with LMD as needed. Maintain effective office procedures and responding to public inquiries. Maintain state vehicle assigned to EP Headquarters. Maintain EP Shared Drive through RCAS. 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
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