

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Deputy Director #189793

ANNOUNCEMENT NO. 097-2020

SALARY: ME-417 / Minimum \$46,675 / Maximum \$91,894 annually

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

OPEN: 25 June 2020

CLOSE: 9 July 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:** Minimum Education Requirement – Bachelor's Degree. Excellent communications skills, both oral and written are required. Must have knowledge of Windows and Office Programs (Word, Excel, Access, Outlook, Powerpoint, etc.). Must have experience working with Educational and/or Training Programs. Knowledge and experience in working with at-risk youth preferred.

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:** Supervises and oversees twelve employees and their Departments: Lead Instructor, Commandant, Lead Counselor, Fiscal Tech, MIS, Program Coordinator, RN, Post Residential Supervisor, Logistic Supervisor, DFAC Manager, Office Manager and Administrative Assistant. Ensure Section Leads maintain a full staff. Assist in selection of new employees. Assist in Cadet selection during the cadet interview process. Provide guidance to all Department Leads and ensuring that guidelines established by NGB are being met. Act as Director in his absence. Conduct weekly staff meetings with all Department Leads. Conduct Cycle Calendar Meeting to ensure all events are planned. Attend weekly Education Department Staff Meetings. Conduct Disciplinary Board for Cadets with issues. Prepare and review PERs documents and conducts counseling with Section Leads. Review and approve payroll documentation for the section. Contact, coordinate and advise Cadet Parents/Guardians of any issues. Work with the Gillis W. Long Center to ensure all Post standards are met by YCP personnel. Recommend to the Director on Post housing for YCP-GL employees. Coordinate with LMD-Executive Counsel to ensure all legal issues are reported and worked in a prompt time frame. Support staff when looking for Cadets that “run” from the program. Submit YCP-GL briefing slides for the ED Director’s weekly meeting. Prepare and maintain Cadet and employee files as required. Assist the Director in maintaining effective office procedures and responding to public inquiries. Assist in organizing and preparing for in-processing, Family Days and Graduation. Conduct cycle graduation events. Conduct “positive” rewards for the Cadets that meet and exceed the program standards. (I.E. Cadet Movie Night, Cadet of the Week Lunch, etc.). Promote the following traits to the Cadets: Discipline (doing what is required even when no one is looking) and Respect (treating everyone in a positive manor). 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.

SSG Ashley Ray
LMD-HR (Gillis W. Long Center), 5445 Point Clair Road, Carville, La.
E-mail: ashley.g.ray.mil@mail.mil
Office: (225) 319-4766
Fax: (225) 319-4772