

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: MWR Manager #50321754

ANNOUNCEMENT NO. 120-2020

SALARY: MA-609 / Minimum \$22,630 / Maximum \$44,429 annually

LOCATION: LA Military Department, LANG-CM, Camp Minden, Minden, Louisiana

OPEN: 29 July 2020

CLOSE: 12 August 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:** Experience in Accounting Programs, Payables and Receivables. Inventory knowledge pertaining to retail, food and beverage operations. Marketing capabilities, scheduling, planning and resourcing. Knowledge of Microsoft Office (Word, Excel, Powerpoint, Access, Outlook, etc.).

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:** Make daily cash deposit to CM Fiscal Manager (CM FM) prior to opening Exchange (0700 Tuesday-Friday). Utilize LA Works system for all credit card documentation. Coordinate with vendors/sales reps to have products delivered to Exchange/All Ranks Club. Order/receive shipments from vendors, price and stock on store shelves for continuation of steady day to day business operations. Responsible for appearance of inside/outside Exchange/All Ranks Club and Pavilion. Keep Post CSM informed when/if you have doctor apt, more than 15 min late, sick day etc. (anytime PX is not open during regular business hours). Responsible for all MWR property/equipment, request, receipt, issue, maintenance, accountability and daily operations of the CMTS Post Exchange and All Ranks Club. Dust all shelves/products weekly, keep rest rooms stocked and cleaned at all times. Conduct/review and Submit monthly inventories of Exchange (Automated POS or manual) "cc" MSG Martin and Post CSM. Input price in Point of Sale (POS) when necessary and upon receipt of new or changed items (current everyday) Ensure 15/20% mark up on most products sold any changes will be approved by Installation Commander/Post CSM. APFT uniforms etc. Prepare and print 101s correctly, no abbreviations, all fields completed, All 101s will be initialed by Post CSM and CM FM before purchase and State MWR Manager as needed. Attend all mandatory LMD training. Attend meetings as required by Installation Commander and/or Post CSM. 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.

Mrs. Kandice Miller
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