

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Deputy Director #50561970

ANNOUNCEMENT NO. 178-2020

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

LOCATION: LA Military Dept., Job Challenge Program (JCP), Gillis W. Long Center, Carville, La.

OPEN: 20 November 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 Required. Experience in managerial duties involving personnel and departments Knowledge of educational programs specializing in adult education Knowledge of Windows and Office Programs.

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:** Primary advisor to the Director of the JCP program pertaining to staff (51 employees) and cadet (150+) issues. Supervises and oversees thirteen employees and their departments: Instructor, Lead Counselor, MIS, Medical, Placement Supervisor, Maintenance, DFAC Manager, Program Coordinator and Lead Counselor. Ensure Section Leads maintain a full staff. Assist in interviewing and selection process of new employees. Assist in cadet selection during the cadet interview process. Provide guidance to all department leads and insure that guidelines established by NGB are being met. Acts as Director in his/her absence. Conduct weekly staff meetings. Conduct cycle calendar meeting to ensure all events are planned. Attend weekly Education Department staff meetings. Conduct Disciplinary board for cadets with issues and send correspondence to parents. Prepare and review PER documents for all employees 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 Long post leadership to ensure all post standards are met by JCP personnel. 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 JCP briefing slides for the ED Directors weekly meeting. Prepares and maintains cadet and employee files as required, to include training requirements and stats. 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 as needed. 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). Maintain 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.

Mrs. Christine Zeller
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