

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Librarian Specialist -*Temporary #50607992

ANNOUNCEMENT NO. 103-2021

SALARY: MA-607 / Minimum \$19,760 / Maximum \$38,792 annually

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

OPEN: 14 April 2021

CLOSE: Open Until Filled

****Temporary Appointment:*** Expires 12 months from start date. Earns Leave. Eligible for Benefits. No LASERS.

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:** Must possess a high school diploma; some college is preferable. Must be computer literate with knowledge of Microsoft Office (Word, Powerpoint, Excel, Access, Outlook, etc.) and common office machines. Must be familiar with collecting, organizing and issuing library resources.

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:** Responsible for assisting tutoring Cadets Pre-HiSET/HiSET/TABE curriculum each cycle. Both classroom expectations and YCP rules in the Cadet Handbook are enforced. Disciplinary Reports are turned in to the Lead Instructor ASAP for review, input into computer and forwarding to Cadre and Counselors. May be required to substitute for an Instructor in the classroom if conditions warrant. Maintain and establish a functional Library for the Department. Academic Department employees are required to attend staff meetings as scheduled by Lead Instructor to keep abreast on YCP activities in other departments and to discuss issues and strategies in the Academic Department. Individual will please route requests, issues and problems to Lead Instructor in lieu of Executive Level Personnel or other Department Heads. Use the Chain-of-Command whenever possible, and resolve problems and/or issues at the lowest possible levels. Assist the Instructors with any reading activities with which they may need help. Develop a Library Management System for Academic Department. It is mandatory for the academic department to report to work on Sunday In-Processing Days and on Sunday HiSET Re-take for prior Cycle's Cadets. 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. Charlie Gandy
LMD-HR (Gillis W. Long Center), 5445 Point Clair Road, Carville, La.
E-mail: charlie.a.gandy.nfg@mail.mil
Office: (225) 319-4950
Fax: (225) 319-4772