

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Print & Reproduction Manager #TBD

ANNOUNCEMENT NO. 159-2021

SALARY: MA-617 / Minimum \$45,344 / Maximum \$89,253 annually

LOCATION: LA Military Dept., LANG-J6, Admin Services, Jackson Barracks, New Orleans, Louisiana

OPEN: 11 June 2021

CLOSE: 25 June 2021

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:** High School Diploma or GED required. Bachelor's Degree preferred. Two years in a management role preferred. Proficiency with Adobe and Microsoft Products required. Proficiency with PC operation including word, excel spreadsheets and databases required. Detailed-oriented, thorough and accurate in a fast-paced environment, able to multi-task and to follow up and keep projects on schedule required. Superior customer service ability and experience in working with customers both in-person and over the phone. Ability to work mostly self-directed environment without losing focus. Excellent organizational skills with the ability to manage priorities and conflicting demands. Excellent communication skills, both orally and in writing. Ability to display courtesy, tact and respect when dealing with others and ability to maintain confidentiality. Ability to work effectively, both independently and within a team environment.

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: Serves as the LA NG Printing and Reproduction subject matter expert; as the manager of Jackson Barracks Printing and Reproduction Facility reporting directly to the Admin Services Branch Chief within the J6. Holds overall responsibility for all printed materials produced within that facility which operates in direct support of the LA NG mission. Performs complex administrative and technical work covering all areas of the Army's publishing and printing program, which encompasses all possible printing sources and varieties of printing and binding services and products (e.g., conventional and electronic composition, printing and micropublishing; single, multiple and process color printing of equipment, doctrinal, administrative publications, textbooks, posters, signage, banners, directories, periodicals, library binding, envelopes, stationery, single and multiple part and machine compatible forms). Ensures that all requirements are printed in accordance with Title 44, United States Code; Title 41, Code of Federal Regulations; GSA and GAO rulings; Government Printing Office (GPO) guidelines; OMB and DOD directives, and AR 25-30, AR 25-33, DA Pam 25-30. Performance of duties require technical knowledge and experience with printing instructions, capabilities of printing equipment, printing policies, and Publishing software to include Adobe Creative Suite (i.e. Photoshop, Acrobat, Illustrator, In-Design, etc.) in order to reproduce products on paper, vinyl, canvas, wood, metal and digital media. Responsible for preparing print orders which requires knowledge of complex printing terms and definitions. Analyzes customers' printing requests to determine feasibility from a production, timeliness, cost and legal standpoint. Provides printing cost estimates for planning and fund obligation purposes. Gives technical recommendations to both customers and to graphic artists on layouts for best printing results and determines best method of production. Arranges for field printing support for products of a nature too large or complex to be produced within the facility. Determines appropriate source(s) for the printing and binding services requested (e.g., Defense Logistics Agency Document Services (DLADS), GPO or any of the GPO regional printing procurement offices (RPPOs), other military departments or Government agencies, contracts established by other departments, or orders placed directly with commercial contractors). Performs quality control for assigned products from design through preparation of the 4 color process to press-check management. Allocates and monitors progress of work ensuring that all computer, illustrative and mechanical artwork internally and externally produced is visually effective and consistent in presentation and final art product. Works closely with printers, local contractors and other craftsmen involved in the project for timely accomplishment of project. Resolves printing and production problems independently and with limited direction. Examines furnished materials for printing to ensure that it is prepared properly, prior to submission to the printer. Instructs and advises customers on materials which may be furnished as reproducible for printing or CD-ROM replication to achieve the needed quality. Maintains adequate stock of supplies necessary to operate the facility during normal periods of usage and for times when special events demand increases. Maintains maintenance contracts for all equipment and performs daily checks on items to ensure safety devices are in place and working. Performs minor printing equipment maintenance, such as cleaning, oiling, greasing and adjustment. In addition to the printing responsibilities, must be able to operate power cutters, collators, folder, book stitchers, three spindle drills, and both electric and manual binders. Makes recommendations to exploit leading-edge printing technologies and merge them with the Command's Information Technology (IT) Infrastructure. Develops the architectural builds and processes for remote site printing facilities and operations; conducts inspections of facilities to ensure compliance with DOD printing regulations and guidelines; and conducts site surveys and assistance visits to determine solutions to satisfy operational requirements. Questions customer demands, when appropriate, and ensures Copyright Laws are not violated. Oversees and provides quality assurance for all production. Performance is evaluated in terms of customer satisfaction with services provided and conformance to policy. Assists Admin Services Chief with the annual reproduction and resource report required by DA, with the reproduction facility's processor services contracts, and preparing written justifications for high cost equipment. Performs 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. Dawn Riess

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