

**STATE VACANCY ANNOUNCEMENT**  
**LOUISIANA MILITARY DEPARTMENT**  
**LOUISIANA NATIONAL GUARD**

**POSITION:** Assistant Procurement Officer -\*Temporary #50606224 **ANNOUNCEMENT NO.** 280-2021

**SALARY:** MA-612 / Minimum \$32,323 / Maximum \$63,648 annually

**LOCATION:** LA Military Department, LMD-K, Contracts & Purchasing, Camp Beauregard, Pineville, LA

**OPEN:** 16 November 2021

**CLOSE:** Open Until Filled

*\*Temporary Appointment: 360 days with the possibility of being extended (dependent on funding). 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:** Experience in project management, construction management or contract management. College or specialty training in accounting, finance or related technical field. Knowledge in on-line systems or interactive database management or information systems. Skilled in basic principles of purchasing and contracting (advertisements, bid process, contracting, etc.). Skilled in working and effectively communication with peers, supervisors and subordinates. Able to use various software: Microsoft Word, Outlook, Excel, Access PowerPoint, 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:** Serves as the Assistant to the Contracting Officer for the development, execution and management of contracts, leases, agreements and grants for the Louisiana Military Department (LMD). Duties include the review and assimilation of initial request documentation; review program funding for projects and actions; preparation of competitive bid actions and advertisements; preparation of agreements procurement or contract execution documents; and tracking actions. Coordinates with internal agency partners within the subdivisions, commercial and private entities, etc. Additional duties and responsibilities include but are not limited to: Process and assist with professional, consulting, legal services and public works contracts. Uses LaGov and other automated system actions to fully execute contract administration and budget commitments. Execute and track project advertisements. Execute transactions in automated procurement information system for agreements, contracts and purchasing actions. Ensure quality control in the preparation and execution of contractual documents. Assist with the management of the Internal Contract Review Board and Capital Outlay Review Board actions for the Deputy Director. Coordinate routinely with CFMO; LMD Installations (Budget, Fiscal, Legal HQs); YCP; Federal Marshals; and other Governmental Agencies. Interacts with commercial and private entities. Routinely corresponds with DOA (Office of State Procurement, Office of Contractual Review and Facility Planning and Control). 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.

Ms. Carla Harvey  
LMD-HR (Camp Beauregard), Bldg. 718 "E" St., Pineville, La. 71360  
E-mail: [carla.r.harvey.nfg@mail.mil](mailto:carla.r.harvey.nfg@mail.mil)  
Office: (318) 290-5393  
Fax: (318) 290-5060