

STATE VACANCY ANNOUNCEMENT
LOUISIANA MILITARY DEPARTMENT
LOUISIANA NATIONAL GUARD

POSITION: Assistant Procurement Officer -*Temporary #50606224 **ANNOUNCEMENT NO.** 128-2022

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

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

OPEN: 24 May 2022

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:** Minimum of two years experience in project management, construction management or contract management. Minimum of 2-3 years of 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 communicating with peers, supervisors and subordinates. Able to use various software: Microsoft Word, Excel, Access, PowerPoint, Outlook, etc. Able to work independently with general guidance to meet objectives and established guidelines.

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 verification and assimilation of initial request documentation; verification of program funding for projects and actions; preparation of competitive bid actions and advertisements; preparation and oversight of agreements, procurement or contract execution documents; oversight and recordation actions and filings; and tracking actions. Coordinate with internal agency partners within the subdivisions, commercial and private entities, etc. Assist with training of permanent hire for position. Additional duties and responsibilities include but are not limited to: Process and manage professional, consulting, legal services and public works contracts. Execute Capital Outlay Projects. Use LaGov and other automated system actions to fully execute contract administration and budget commitments. Review project submittals; execute and track project advertisements. Formulate and enforce agency policies and procedures regarding contract and agreements administration. Execute transactions in automated procurement information system for agreements, contracts and purchasing actions. Train personnel on agreements and grants procedures. Ensure quality control in the preparation and execution of contractual documents. Action and manage contract actions as required. 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, YCPs, Federal Marshals and other Governmental Agencies. Interact with commercial and private entities. Routinely correspond 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. Wenda Woolf or Ms. Carla Harvey
LMD-HR (Camp Beauregard), Bldg. 718 "E" St., Pineville, La. 71360
E-mail: wenda.a.woolf.nfg@army.mil / carla.r.harvey.nfg@army.mil
Office: (318) 641-5392 / (318) 641-5393
Fax: (318) 290-5060