

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Assistant Production Control Manager #1049

ANNOUNCEMENT NO. 142-2022

SALARY: MW-216 / Minimum \$40,019 / Maximum \$71,781 annually

LOCATION: LA Military Department, CFMO, Jackson Barracks, New Orleans, Louisiana

OPEN: 8 June 2022

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:** Up to or beyond 15 years of experience in Facilities Maintenance and/or Construction Management and/or Construction Coordination that includes Project Management and Tracking. Construction Project Tracking: Updating funding documents, tracking construction contracts and managing project management software. Contract Documentation and Administration: Ability to review, correct and submit contracts using the Office of State Procurement procedures according to Chapter 4 and 17 of the Louisiana Military Department Policies and Procedures Manual and other regulatory proponent guidance. Assist the Core/Key Manger as required. Develop and maintain client contacts.

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: Serve as assistant to the CFMO Facilities Management Branch Production Control Manager (the Operations Manager) and the CFMO Facilities Management Branch Manager. Coordinates receiving reports and updating trackers for Sustainment, Restoration, and Modernization projects within the Branch. Schedule meetings with personnel, contractors, consultants and NGLA-CFF personnel to include preparation of meeting agenda, meeting room preparation, meeting participant notification and other necessary coordination. Manage the Facilities Management Software for the FM Branch. Provide updates and reports to the Branch Manager and Op's Manager as required. Update the FM Branch trackers throughout the work week and review with the FM Manager prior to the Weekly Branch In-Progress Review. Receive and review Quality Assurance/Quality Control documents from Facility Maintenance personnel and prepare a roll up for the Facility Manager. Manage the Builder Trend program for the FM Branch. Provide updates and reports to the Branch Manager and Op's Manager as required. Responsible for assisting in monitoring 101's from approval to Purchase Order creation. Track all PO's and be prepared to provide briefing notes as required for the Encumbrance Scrub. Assist in tracking all Emergency Work Orders from initiation (request approval by FM Manager or Op's Manager) to closure (payment to the vendor for services rendered). Serve as an Approver in the LaGov system for ISIS 101 actions. This task will only be required if you can act as both the Approver and Receiver. Serve as a Receiver in the LaGov system. This task is primary over being an Approver in LaGov if there is a conflict. Process and/or revise project-funding documents as approved by the FM Branch Manager and the Op's Manager. Send all project funding documents to the FM Branch Manager per approved timelines. Track funding documents from approval at the FM Manager level to closing out these documents with final pay applications. Serve as the Property Book point of contact for the FM Branch; answer directly to the Op's Manager. Provide oversight to the CFMO GSA SOP tasks that include collecting and storing monthly driving logs, fuel card and receipts, and key issuance for work specific functions. Track all LMD Training for FM Branch State Employees until all required training is submitted to LMD. Provide the Core I Key Manager with administrative assistance as required. This includes requesting Work Orders through the Area Coordinators; requesting documentation from Area Coordinators or Project Managers for project specific core/key requests; and receive materials for the Key/Core Manager and store until they can install and sign keys over to the End User. Assist the Key/Core Control Manager with updating reports as necessary. On Urgent or Emergency basis, provide core/key maintenance as a back-up to the Core/Key Manager. Respond to emergency calls on a 24-hour basis as required. Perform all other duties as assigned by the FM or the CFMO.

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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