STATE VACANCY ANNOUNCEMENT
LOUISIANA MILITARY DEPARTMENT
LOUISIANA NATIONAL GUARD

POSITION: Operations Manager (ULE) #50306159

ANNOUNCEMENT NO. 164-2022

SALARY: MA-618 / Minimum $48,526 / Maximum $95,493 annually

LOCATION: LA Military Department, ESF7, Baton Rouge, Louisiana

OPEN: 5 July 2022  CLOSE: 19 July 2022

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: Logistics operational expertise and experience. Obtain ICS and NIMS Certifications: IS100 Introduction to Incident Command System; IS200 ICS for Single Resources and Initial Action Incidents; IS300 Intermediate ICS for Expanding Incidents; IS700 Introduction to National Incident Management System; IS703 NIMS Resource Management; IS800 Introduction to National Response Plan; IS807 Emergency Support Function (ESF) #7 Logistics Management and Resource Support. Must obtain other required training including, but not limited to PODIS, WebEOC and COMTRAX. Demonstrate advanced knowledge of logistics principles, including forecasting, storage, transportation and accountability. Must be able to manage a wide variety of logistics operations under stressful conditions. Proficient in the use of Microsoft Office applications (Word, Powerpoint, Excel, Access, Outlook, Access, etc.). Must possess excellent communication skills (oral and written). Ability to consult with high ranking government officials (federal, state and local parish) to determine needs and capabilities in emergencies. Ability to identify breakdowns in logistical operations and review information to develop and implement solutions. Ability to multi-task in a fast-paced environment. Must be able to lift and carry at least 25 lbs. for a minimum of 50 feet. Must be able to report to duty during “no notice” All Hazard Event 24/7, including nights, weekends and holidays.

   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 Operations Manager in the LANG-Unified Logistics Element (ULE) and is the Subject Matter Expert (SME) for all Commodity Distribution Planning & Operations. During steady state operations, coordinates State and local government logistics support requests through GOHSEP and LANG for approval, and ensures accurate tracking, oversight and reporting throughout execution. During a state disaster activation serves as the Operations SME to the ULE command staff. Maintains situational awareness for LMD Emergency Support (ES) Director and serves as Liaison for Parish Emergency Managers, State ESF Managers and FEMA Region 6 logistics staff. Attends Parish and Region functions to provide support as representative of ULE & ESF-7. Coordinates activities between Parish Emergency Managers, GOHSEP, JDOMS and ULE through development and maintenance of close working relationships. Reviews Operations Orders, Fragmentary Orders, Memorandum of Instruction and Memorandum of Agreement for direction, accuracy and completeness. Prepares and presents Executive Briefings using Microsoft products as directed by LMD ES Director. Integrates closely with GOHSEP Operations staff to Develop & Review State Plans, Contracts and Training Exercises. Become fluent in all assigned web based applications (PODIS, COMTRACK, WEBEOC) used by ESF-7 during All Hazards events. In conjunction with LMD ES Director, serves as purchasing agent for ULE & TAC maintaining applicable fiscal training and state LaCarte card. Assists with developing commodity requirements to support state and local agency emergency response plans. Responsible for providing planning expertise on inventory levels and storage locations as well as all shipping and receiving requirements. Coordinates transportation of commodities for all assigned facilities and operational missions. Assists Warehouse Manager with physical movement of commodities at all assigned or directed locations statewide to include operating forklifts and towing flatbed trailers. Represents LMD ES Director at Federal, State and local Parish meetings and conferences as needed and makes presentations when tasked. Participates in all directed Federal, State and local exercises to include annual DRX, CPX and LCAT, and develops logistics scenarios and injects when requested. Primary duty location during a response or recovery operation will be the ULE, but may function as a member of an Incident Management Team (IMT) that may deploy closer to the incident site. Conducts risk assessments for a wide range of situations such as weather conditions, road conditions and flooding. 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](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.

SSG Ashley Ray  
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