STATE VACANCY ANNOUNCEMENT
LOUISIANA MILITARY DEPARTMENT
LOUISIANA NATIONAL GUARD

POSITION: Contract Operations Specialist #50655693

ANNOUNCEMENT NO. 256-2022

SALARY: MT-309 / Minimum $39,166 / Maximum $68,640 annually

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

OPEN: 21 September 2022 CLOSE: 14 October 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: Minimum Qualifications - Two years' of experience in at least one of the following: 1) Contract Management; 2) Project Management. Knowledge, Skills and Abilities - Contract Management experience preferred. Strong contractual and commercial acumen. Experience on negotiation and resolution of complex contractual issues. Project contract management and risk administration including change orders, payouts, ability to develop and implement project claim strategy. Experience in managing construction contracts. Ability to maintain and monitor metrics and Key Performance Indicators on company systems to ensure adequate monitoring through LMD systems. Ability to support in drafting and follow up of correspondence with stakeholders (LMD, internal team, etc.). Manages formal communication with LMD, key partners. Risk Management experience on projects execution, Research and Understand - Louisiana Military Department Contract General Conditions and Front-End Documents. Louisiana Public Bid Law and Bid Opening Procedures. Louisiana Army National Guard Real Property Development Plan. Louisiana Army National Guard Guiding Principles for Facilities. Applicable Unified Facilities Criteria IAW with Building Design. Army National Guard Design Guides (DG): 1) DG 415-1 (Readiness Centers); 2) DG 415-2 (Logistics Facilities); 3) DG 415-3 (Aviation Facilities); 4) DG 415-4 (Logistics Facilities), and 5) DG 415-5 (General Facilities Information Design Guide). Ng Pam 415-12 Army National Guard Facilities Allowances.

   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:** The Contract Operations Specialist will provide broad-based and thorough
contract management support to the Senior Contract and Quality Assurance Manager and the Project Team on
the execution of a large-scale construction project, including, among other, performance of various tasks and
support of potential new projects. Review the contract verbiage and schedule activities for compliance with the
overall project execution. Advise the Contract and Quality Assurance Manager/Senior Contract and Quality
Assurance Manager of any improvements to the schedule especially where they might be required by the
Louisiana Military Department (LMD) Contracting for use as evidence in any later claims for extension of time.
Assist the Contract and Quality Assurance Manager/Senior Contract and Quality Assurance Manager in the
maintenance of the Contract schedule to manage the budget and cost to complete. Monitor and advise the
Contract and Quality Assurance Manager/Senior Contract and Quality Assurance Manager of any specific
notice received or to be sent to the LMD Contracting. Prepare LMD Contracting Letter of Concern based on
events impacting the project. Provision of notice in compliance with the requirements of the Contract.
Preparation/review, of correspondence with Contractor or Architect. Development, drafting, submission of
payouts and Variation Orders. Review and update the risk & opportunity analyze the progress of actions to
avoid risks and identify any potential claim. Monitor the progress of all claims/change orders to ensure that they
proceed in accordance with the process required by the Contract. Monitor the progress of payment of all change
orders to ensure that they proceed in accordance with the process required by the Contract. Manage contract
amendments/change orders have been issued and executed. On time submission of progress claims. 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).
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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