



STATE OF LOUISIANA
invites applications for the position of:

Network/Computer Systems Administrator

An Equal Opportunity Employer

ANNOUNCEMENT NO. 040-2023

OPENING DATE: February 28, 2023

CLOSING DATE: Open Until Filled

SALARY: MT-314 / \$54,933 - \$96,262 annually

JOB TYPE: Unclassified

LOCATION: LANG-J6, Gillis W. Long Center, Carville, LA

BENEFITS:

Retirement: Louisiana State Employees' Retirement System (LASERS) with employer contribution & Optional Retirement Savings Account

Insurance: Medical, Dental & Vision

Paid Holidays: 9 days per year

Paid Annual Leave: 12 days per year with increases based on tenure

Paid Sick Leave: 12 days per year with increases based on tenure

Louisiana Military Department



LANG-J6



The Louisiana Military Department is an Equal Opportunity Employer and State as a Model Employer (SAME) to promote diversity and inclusion in the workplace.

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.

POSITION DESCRIPTION:

Take calls and work help desk tickets from LMD employees at GWLC and Jackson Barracks. Provides hands on support for computers, phones, wireless devices, LMD applications, and audio and video conferences to the LMD command team at GWLC. Work with the J6 staff at GWLC and other locations to ensure all rules, regulations, and guidance are followed to protect the network at all times. Provide advice and guidance to LMD command staff on significant issues that may affect their ability to effectively lead LMD during steady state and all hazard events. Act as a liaison between LMD and J6 in all matters related to information technology and its applications at GWLC. Must be available to work in emergency situations, after normal business hours, weekends, and on call as required. Act as the J6 representative for technical matters on any deficiencies or potential areas of concern at GWLC. Exercise personal and professional responsibilities at all times. Advise and provide counsel to LMD staff regarding policies and procedures as they relate to information technology concerns. Complete all required training for both LMD and J6. Within 6 months of hire, achieve and maintain DOD 8570 compliance. Promote an environment in which all employees are treated fairly and equally. Accurately report time, attendance, and leave to supervisor. Represent the organization in a variety of functional areas. Establish, develop, and maintain working relationships with LMD staff, J6 staff, and partner directorates.

Work with all agencies and directorates to support all hazard events, ensuring LMD and J6 effectiveness in supporting the TAG and Governor's vision of the LANG coordinated response. Participate in special projects, software and equipment upgrades, lifecycle management of state assets, and preparation of direct responses to LMD directors as required. Ensure fair and ethical behavior while performing duties in order to facilitate an environment where all staff can grow, learn, and achieve maximum potential in support of local, state, and federal missions. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Must have basic knowledge of computers, software, and peripherals used by the Louisiana Military Dept. and Louisiana National Guard. Must have three (3) years of IT experience, or an Associate degree or higher in Computer Information Systems or equivalent, or for military members, an MOS with an information technology base such as 25B. Must be able to obtain a SECRET security clearance and Security Plus certification within 6 months of initial hire.

GENERAL: Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Department of Defense Common Access Card (CAC) Card. Periodic 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.

OTHER REQUIREMENTS: 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.

CONDITIONS OF EMPLOYMENT: By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- The LA Military Department is a substance abuse and drug free workplace. To become an employee of the Louisiana Military Department/Louisiana State Guard, the selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.

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).

- State Application: The LANG-LMD-H Form 10 (State Application) is located at:
<http://geauxguard.la.gov/join-us/state-technician-vacancies>

Application(s) must be submitted to the appropriate LMD Human Resources point of contact below by the Close Date, no later than 4:00 p.m. CST:

SFC Ashley Ray
LMD-HR (Gillis W. Long Center), 5445 Point Clair Road, Carville, La.
E-mail: ashley.g.ray.mil@army.mil
Office: (225) 319-4766