



STATE OF LOUISIANA
invites applications for the position of:
Operations Manager 3
#50334025

An Equal Opportunity Employer

ANNOUNCEMENT NO. 051-2023

OPENING DATE: March 15, 2023

CLOSING DATE: March 29, 2023

SALARY: MA-619 / \$51,917 - \$102,170 annually

JOB TYPE: Unclassified

LOCATION: LANG-CM, Camp Minden, Minden, LA

BENEFITS:

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

Insurance: Medical & Optional 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-CM
Camp Minden



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:

Provide support and working with Operations and Training SGM in managing section with direction from Post Commander /CSM. These include daily support for directed work planning, monthly planning for IDT/AT planning, monthly planning with CMTS IDT unit training, requesting required TDC 124 Orders to support upcoming training requirements for Camp Minden and the Louisiana National Guard. Working with Operations and Training SGM to manage IDT/AT training in 30/60/90 day training schedule. Manager of Range Training Land Program (RTLTP) and Integrated Training Area Management (ITAM) for Camp Minden. This involves coordination with manager of funds allocated for Louisiana at Camp Beauregard and using funds to upgrade equipment/resources for Camp Minden (i.e., rock, culverts, herbicide, etc....) Supervisor of Range Facility Management Support System (RFMSS), system units use to schedule training at Camp Minden and the RFMSS Operator at Camp Minden. Working with Post Commander/CSM on state purchase requirements for Operations and Training, to include fiscal purchases for equipment, resource, and the use of purchase document ISIS 101. Direct support with the Regional Training Institute (RTI) for any training needs and support with Reception, Staging Onward Movement, Integration (RSOI) requirements and current location of staging area, Forward Operating Base (FOB-M3). Installation Status Report (ISR) manager for Operations portion of report. That includes monthly/quarterly input into system and working with Post/ State ISR Manager. Key Control Manager for Camp Minden and management of Post Headquarters building (A 100), ore keys for installation, and main positions of Camp Minden (Area A/B). Support work required from service orders, scope of work, and project blueprints for oversight on project and quality control for the Operations and Training section with Ops SGM.

Supervisor maintained reports that include quarterly building inspections completed by Ops SGM, Post Training required completed by RFMSS Operator, etc.... Producing Operations Quad Chart, detailing weekly/monthly upcoming training. Working with the Antiterrorism Officer (ATO) on any exercises and requirements. Attending monthly/quarterly safety meeting. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Individual must have good computer skills, with a working knowledge of Microsoft Office, Excel, PowerPoint, Microsoft Outlook. Ability to manage budgets and yearly requirements for budget input. Must have ability to understand purchasing documents. Some travel for various training and required conferences associated with position. Must have the ability to work emergency situations and think quickly.

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:

Mrs. Kandice Miller
LMD-HR (Camp Minden), 100 Louisiana Boulevard, Minden, LA 71055
E-Mail: kandice.m.miller2.nfg@army.mil
Office: (318) 299-4277 / Fax: (318) 299-4297

Ms. Wenda Woolf
LMD-HR (Camp Beauregard)
Bldg. 718 "E" St., Pineville, La. 71360
E-mail: wenda.a.woolf.nfg@army.mil
Office: (318) 290-5392 / Fax: (318) 290-5060