



STATE OF LOUISIANA
invites applications for the position of:
Deputy Director
#50561970

An Equal Opportunity Employer

ANNOUNCEMENT NO. 054-2023

OPENING DATE: March 21, 2023

CLOSING DATE: April 4, 2023

SALARY: ME-417 / \$46,675 - \$91,894 annually

JOB TYPE: Unclassified

LOCATION: JCP-Gillis W. Long Center, Carville 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

LOUISIANA
NATIONAL GUARD



Louisiana Military Department

Job Challenge Program
Gillis W. Long Center



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:

Primary advisor to the Director of the JCP program pertaining to staff (51 employees) and trainees (100+) issues. Supervises and oversees twelve (12) employees and their departments: Budget, Office Manager, MIS, Logistics Manager, Maintenance Supervisor, Medical, Placement Supervisor, Lead Counselor, Education Lead, Dining Facility Manager, Training Coordinator and Activities Coordinator. Ensure Section Leads maintain a full staff. Ensures the timely completion of the Director's priorities by directing staff assistance and resources where needed. Assist in interviewing and selection to all department leads and ensure that guidelines established by NGB are being met. Acts a Director in his/her absence. Conduct weekly staff meetings with all Leads. Conduct cycle calendar meeting to ensure all events are planned. Attend weekly Education Department staff meetings. Conduct Disciplinary board for trainees with issues and send correspondence to parents. Prepare and review PERS (Personal Evaluating Reporting System) for all employees and conducts counseling with section leads. Review and approve payroll documentation for each of the Lead Sections. Contact, coordinate and advise trainee parents/guardians of any issues. Work with the Gillis W. Long Center post leadership to ensure all post standards are met by JCP personnel. Coordinate with LMD-Executive Counsel to ensure all legal issues are reported and worked in a prompt time frame. Develop and maintain communication with all YCP locations in order to facilitate cross-program coordination and support.

Maintain close coordination with Education Programs Recruiting department as it pertains to recruiting enough qualified applicants to meet annual program targets. Implement and provide direct oversight over internal JCP admissions and intake processes. Support staff when looking for trainees that “run” from the program. Submit JCP briefing slides for the Ed Directors weekly meeting. Prepares and maintains trainee files as required, to include stats. Assist the Director in maintaining effective office procedures and responding to public inquiries. Assist in organizing and preparing for in-processing, program events, and graduation as needed. Conduct cycle graduation events. Conduct “Positive” rewards for the trainees that meet and exceed the program standards, (i.e., Trainee Movie Nights, Trainee of the week lunch, etc.) Maintain the following traits to the Trainees; Discipline (doing what is required even when no one is looking) and respect (treating everyone in a positive manor). Perform other duties as assigned

POSITION QUALIFICATIONS:

Minimum Education Requirement – Bachelor’s Degree. Excellent Communication Skills, both oral and written are required. Must have working knowledge of Microsoft Office Programs (Word, Excel, Access, Outlook, PowerPoint, Etc.) Must have experience working with Education and/or Training Programs, Knowledge and experience in working with at-risk youth preferred.

ADDITIONAL INFORMATION: 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. Selected candidate must maintain a valid driver’s license and must be willing to work a flexible schedule when needed which may include some evenings, weekends, or additional hours. Limited travel may be required.

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 but must be 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/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 point of contact below by the Close Date, no later than 4:00 p.m. CST:

Mrs. Christine Zeller
LMD-HR (Gillis W. Long Center), 5445 Point Clair Road, Carville, La.
E-mail: christine.r.zeller.nfg@mail.mil
Office: (225) 319-4909