



STATE OF LOUISIANA
invites applications for the position of:
Deputy Director
(Contracting & Purchasing 1, 2 or 3)
An Equal Opportunity Employer

***ANNOUNCEMENT NO. 057-2023 (Amended)**

OPENING DATE: March 28, 2023

CLOSING DATE: Apr 11, 2023

SALARY:

MA-620 / \$55,557 - \$109,325 annually

MA-621 / \$59,466 - \$116,979 annually

*MA-622 / \$63,606 - \$125,174 annually

****The level at which the vacancy is filled will be determined by the qualifications of the candidate selected.***

JOB TYPE: Unclassified

LOCATION: Pineville, 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



LMD-K

(Contracting & Purchasing)

Camp Beauregard



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:

Serves as Deputy Director to act on behalf of the Director in his absence, or as delegated by The Adjutant General of the Louisiana Military Department. Serves as direct supervisor of Contracting and Purchasing staff on a daily basis. Provides professional Contracting, Purchasing, and Logistics by developing, delivering quality work products, controls/checks and administration of simple and complex actions through all phases: identifying requirements, administering correct contract/purchase/logistic instruments in accordance with Louisiana statutory and regulatory mandates plus departmental policies, resourcing and confirming funding and associated budget activity and completion of contract/purchase/logistic actions. Remains abreast of laws, statutes, policies, regulations, executive orders, guidance, directives, etc., from State Government to include the Division of Administration, Facility Planning and Control, Office of State Procurement, Office of State Travel (LaCarte Cards), Louisiana Property Assistance Agency, Office of Community Development, Governor's Office of Homeland Security & Emergency Preparedness, and others to responsibly deliver Contract, Purchasing and Logistics support to the Louisiana Military Department missions and operations. Integrates LaGov SRM, Business Objects, and Capital Outlay financial modules into agency purchasing and contracting actions for security role assignment, training, and compliance of system requirements. Works with Inter-Agencies and Inter-Governmental entities to utilize governmental capabilities.

Provides transparency and efficiency. Oversees preparation of reports and/or correspondence relative to contracts, grants, leases, cooperative endeavor agreements, purchases, logistics, etc. Prepares reports for status of contracts, financial activity, closeouts, etc. to audit standards or higher. Assists in the development of State Capital Outlay Budget submission and management of appropriations. Coordinates routinely with FP&C, OSP and LPAA. Integrates budget and programming into LaGov Projects. Responsible for representing Contracting & Purchasing as required and as designated agency signature authority for contracts, agreements, board designee, etc. Maintain a high state of readiness and responds during Emergency/All Hazard Responses and world situations. Interacts with Government Officials and Federal counterparts. Performs other duties as assigned.

POSITION QUALIFICATIONS:

Bachelor's Degree or higher, or a minimum of 10 years' experience in related field. Must exhibit or have demonstrated success in positions of increasing responsibility in related fields. Executive level communication and strategic analysis skills.

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. Christina Grimmert
LMD-HR (Camp Beauregard)
Bldg. 718 "E" St., Pineville, La. 71360
E-mail: christina.m.grimmert.nfg@army.mil
Office: (318) 290-5394 / Fax: (318) 290-5060

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