



STATE OF LOUISIANA
invites applications for the position of:
Operations Manager 2 (TAC)
#50383533

An Equal Opportunity Employer

ANNOUNCEMENT NO. 050-2023

OPENING DATE: March 15, 2023

CLOSING DATE: March 29, 2023

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

JOB TYPE: Unclassified

LOCATION: ESF7, Baton Rouge, 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



ESF7



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 Operations Manager in the LANG-Tactical Command Post (TAC) to track all events and incidents that occur during and after normal duty hours and report to higher headquarters and maintain situational awareness for the Director of the Joint Directorate of Military Support (JDOMS). Contacts the LANG Joint Operations Center (JOC) Operations Officer or NCO and relay information so that they can handle inquiries and prepare operational mission request. Ensures that any request for State Resources are immediately passed on to the JDOMS Director or the TAC OIC for immediate action. Reviews Operations Orders, Fragmentary Orders, Memorandum of Instruction and Memorandum of Agreement for direction, accuracy and completeness. Prepares and presents Executive Briefings using Microsoft products as directed by the JDOMS Director. Carries out duties as TAC/J-34 Operations NCO during active emergencies, responsible for receiving request for support from Parishes or State Agencies, acting as agent for the JDOMS Director and disseminating request for JOC or higher elements. Serves as Liaison for Regions 4 and 5 encompassing Southwest and Acadiana Parishes. Attends Parish and Region functions to provide support as a representative of the JDOMS. Coordinate activities between the Parish Emergency Managers and the JDOMS through development and maintenance of close working relationships. Serves as the Web EOC Coordinator for the TAC. Receives updates and training from State EOC personnel and monitors and manages Web EOC request for ESF-16 made by State Agency or Parish EOC's.

Manages administrative and training functions for Louisiana Military Department (LMD) personnel and ensures all reports are received and maintained. Works with JDOMS staff to coordinate operations and administrative functions for the JDOMS office. Serves as SME to evaluate, research, recommend and operate appropriate computer, audio-visual and other technical functions of the TAC for training, upgrade/replacement and maintenance. Order, purchase and maintain accountability of equipment. Performs duties as the LMD timekeeper and administrative manager for other LMD employees assigned to the JDOMS sections. Signs for and maintains accountability of real property assigned to the JDOMS Section by the State and LMD. Manages and cares for fleet vehicles assigned to the JDOMS section to include monthly reporting of mileage and services and performing minor maintenance. Performs Maya Cell NCOIC duties during State declared emergencies to include coordination of contact feeding and lodging, logistical support, administrative accountability and security of all personnel assigned to the TAC, ULE and ESF-16. Provides indirect supervisory control of four Service Members of the Mayor Cell, providing training and guidance on areas of security, logistics and life support operations during an emergency. Responsible for life support functions for the Command Group and personnel assigned to the TAC during all State Emergencies. LaCarte Purchasing Agent for JDOMS, also assisting the ESF-7 Office and RSA with contracting and purchasing support. Must complete all required annual training for Code of Ethics for Public Servants, Preventing Sexual Harassment and Suicide Prevention. Performs other duties as assigned.

POSITION QUALIFICATIONS:

Must have excellent communication skills, both oral and written. Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.). Working knowledge of Army Training and Operations, Administrative, Supply Procedures and Physical Security. Will be expected to successfully complete the FEMA ICS Courses 100, 200, 700 and 800 series training online within 90 days of hire date. Expected to complete the first 12 months FEMA ICS Courses 300 and 400 in a classroom environment. Must be able to stand for extended periods of time (2+ hours). Must be able to lift and carry at least 25 lbs. for a minimum of 50 feet. Must be able to work extended hours to include nights, weekends and holidays during State declared emergencies. Should possess a military bearing.

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