



STATE OF LOUISIANA
invites applications for the position of:
OPS Manager (ULE)
#50306159

An Equal Opportunity Employer

ANNOUNCEMENT NO. 134-2023

OPENING DATE: July 7 , 2023

CLOSING DATE: Open Until Filled

SALARY: MA-618 / \$50,128 - \$98,322 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 & 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



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:

Incumbent serves as the Supervisor in the LANG-Unified Logistics Element (ULE) and is the Subject Matter Expert (SME) for all Commodity Distribution Planning & Operations. During steady state operations, coordinates state & local government logistics support requests through GOHSEP and LANG for approval, and ensures accurate tracking, oversight and reporting throughout execution. During a state disaster activation serves as the Operations SME to the ULE command staff. Maintains situational awareness for LMD Emergency Support (ES) Director and serves as Liaison for Parish Emergency Managers, State ESF Managers and FEMA Region 6 logistics staff. Attends Parish and Region functions to provide support as representative of ULE & ESF-7. Coordinates activities between Parish Emergency Managers, GOHSEP, JDOMS and ULE through development and maintenance of close working relationships. 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 LMD ES Director. Integrates closely with GOHSEP Operations staff to Develop & Review State Plans, Contracts and Training Exercises. Become fluent in all assigned web based applications (PODIS, COMTRACK, WEBEOC) used by ESF-7 during All Hazards events. In conjunction with LMD ES Director, serves as purchasing agent for ULE & TAC maintaining applicable fiscal training and state LaCarte card. Assists with developing commodity requirements to support state and local agency emergency response plans. Responsible for providing planning expertise on inventory levels and storage locations as well as all shipping and receiving requirements. Coordinates transportation of commodities for all assigned facilities and operational missions. Assists warehouse manager with physical movement of commodities at all assigned or directed locations statewide to include operating forklifts and towing flatbed trailers.

Represents LMD ES Director at Federal, State and local Parish meetings and conferences as needed, and makes presentations when tasked. Participates in all directed federal, state and local exercises to include annual DRX, CPX and LCAT and develops logistics scenarios and injects when requested. Primary duty location during a response or recovery operation will be the ULE but may function as a member of an incident management team (IMT) that may deploy closer to the incident site. Conducts risk assessments for a wide range of situations such as weather conditions, road conditions and flooding. Performs other duties as required.

POSITION QUALIFICATIONS:

Logistics Operational Expertise & Experience

Obtain ICS and NIMS certifications:

IS100 Introduction to Incident Command System

IS200 ICS for Single Resources and Initial Action Incidents

IS300 Intermediate ICS for Expanding Incidents

IS700 Introduction to national Incident Management Systems

IS703 NIMS Resource Management

IS800 Introduction to national response Plan

IS807 Emergency Support Function (ESF) #7 Logistics Management and Resource Support

Obtain other ESF-7 specific required training including but not limited to PODIS, WEBEOC, and COMTRAK.

Demonstrate advanced knowledge of logistics principles including forecasting, storage, transportation and accountability.

Manage a wide variety of logistics operations under stressful conditions.

Proficient in use of Microsoft Office applications (Word, PowerPoint, Excel, Access, Outlook).

Excellent Communication Skills (Oral and Written)

Ability to consult with high ranking government officials (federal, state and local parish) to determine needs and capabilities in emergencies.

Identify breakdowns in logistical operations and review information to develop and implement solutions.

Ability to multi-task in a fast-paced environment.

Must be able to report for duty during "no notice" All Hazard event 24/7, including nights, weekends and holidays.

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