



STATE OF LOUISIANA
invites applications for the position of:
Logistics Manager 1
#50561979
An Equal Opportunity Employer

ANNOUNCEMENT NO. 198-2023

OPENING DATE: September 22 , 2023

CLOSING DATE: October 6, 2023

SALARY: MA-615/ \$40,914 - \$80,267 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: 10 days per year, additional holidays may be proclaimed.
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

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:

Tags property/equipment in accordance with State guidelines. Prepares property acquisition, loss and transfer documents as required by State guidelines. Provides property accountability through section hand receipts. Prepares Certificates of Destruction for damaged durable items. Determines stockage levels for Associate clothing and supplies. Orders and receives supplies and equipment using the State network LaGov system. Maintains two requisition logs. Prepares, distributes, and assembles bids prior to submission of requests to the facility Purchasing Agent. Maintains LaCarte credit card log. Reconciles credit card purchases monthly. Reviews and verifies laundry costs from the facility laundry plant. Coordinates issue of clothing and equipment to Associates. Reviews BPAs (Blanket Purchase Agreements) prior to submitting to the Director for signature. Works with Facility Engineer to coordinate projects with vendors, Facility Engineer personnel and JCP maintenance personnel. Attends JCP Staff meeting and updates logistics supervisor. Assist department heads in executing initial contracts, accounts, or request. Assist department heads in creating individualized SOPs for any reoccurring purchase request or contracts. Identify and Maintain program fixed charges. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Proficient in Microsoft Office (Word, Excel, Outlook, etc.). Proficient in LaGov ERP and in IN-CIRCUIT AND SYSTEM.

ADDITIONAL INFORMATION: 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.

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 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:

SSG Tracey S. McCorkel
LMD-HR (JCP-Gillis W. Long Center)
5445 Point Clair Road, Carville, LA 70721
E-mail: tracey.s.mccorkel.mil@army.mil
Office: (225) 319-4692