



STATE OF LOUISIANA
invites applications for the position of:
Assistant Manager (Shoppette-MWR)
***Temporary**

An Equal Opportunity Employer

ANNOUNCEMENT NO. 009-2024

OPENING DATE: January 11, 2024

CLOSING DATE: January 25, 2024

SALARY: MA-619 / \$53,643 - \$105,206 annually

JOB TYPE: Unclassified

LOCATION: LMD-HQS, Training Center Pineville,
Pineville, LA

***Temporary appointment not to exceed two
years.**

BENEFITS:

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



LMD-HQS

Training Center Pineville



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 assistant to the Manager (Shoppette/MWR) for the Louisiana Military Department. Assist with the monitoring and reporting on the daily operations of Exchanges, Clubs and Morale, Welfare & Recreation (MWR) activities. Provide guidance and oversight to MWR employees at all Installations; to include enforcing adherence of policies and guidelines for the proper conduct of business, customer relations, efficient service and a safe work environment. Monitor for potential fraud, waste and abuse. Monitor established methods for theft/loss prevention through stringent inventory control processes for fixed assets, supplies and consumables. Assist in ensuring accurate financial accountability is maintained. Assist with quarterly site visits to inspect facilities and ongoing operations, duties can include or oversee grounds work / maintenance. Files work orders for maintenance and repairs. Assist manager with budgeting data and financial requirements for fiscal year-end. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Proficient in Microsoft Office (Word, Excel, PowerPoint, Access, Outlook). Ability to perform financial accounting for multiple accounts required. Knowledge of inventory and accountability procedures shelf stock and property preferred. Knowledge of laws and regulations pertaining to non-appropriated funds purchasing preferred. Previous management experience preferred.

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