



STATE OF LOUISIANA
invites applications for the position of:
MWR Manager 2
#188975

An Equal Opportunity Employer

ANNOUNCEMENT NO. 016-2024

OPENING DATE: January 17, 2024

CLOSING DATE: January 31, 2024

SALARY: MA-612 / \$33,405 - \$65,520 annually

JOB TYPE: Unclassified

LOCATION: LANG-GL, 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



LANG-GL

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:

Verify daily deposit draw. Verify all monies in safe. Batch credit card receipts for collection. Account receivable invoices. Collection of accounts payable. Go to bank/deposits/change orders. Reconcile bank statements. Manager must be prepared to assist/work in the clerk's position when necessary or in emergencies. Request job announcement for vacancies. Interview, recommend for hire, train and lead employees. Order/receive shipments, price and stock on store shelves. Marketing of new items. Staff meetings and any other duties appointed by Installation Commander and/or SEA. Supervise and provide assistance as necessary for all MWR functions. Prepare paperwork and forward copies with payment to LMD-F. Responsible for appearance of all MWR entitles. MWR key control custodian. Invoicing and receipts of rental payments. Conduct and review inventories of Exchange, MWR Equipment Room and Silo Club. Manages MWR Department: Silo Club, Golf Course, Lake, Crawfish Pond, Tennis Court, Catfish Pond and Pool. Programming of registers, when necessary, upon receipt of new or changed items. Responsible for hiring of bartenders and life guards. Meet with vendors/sales representatives. Responsible for time sheets and work schedules for all employees. Place orders for continuation of steady day to day business operations. Access and order all military items as needed by Soldiers. Receive orders/shipments on delivery days. Prepare and print 101s along with PVA forms for payment of invoices. Report to Installation SEA and State MWR Director as required. Attend/renew Serve Safe Certificate. Responsible for renewing Board of Health Certificate. Responsible for Performance Evaluation Report on MWR Exchange Part time Clerks. Ability to pass yearly internal audit by LMD.

Ability to produce various financial reports when requested by Installation SEA or MWR State Director. Responsible for all employees (where applicable) to have and maintain LA responsible Vendors Server Training and permits, to include Manager. Must maintain and wear all safety related equipment and/or report any violations or deficiencies. Ensure safety Coordinator is informed on any violations reported to them and follow up to ensure it is corrected. Must use energy conservation measures and ensure that these measures are taken daily before leaving job site. Maintain accountability of all equipment. Must respond to all tenants'/customers' requests with professionalism and courtesy at all times. Main and practice good environmental protection measures. Telephone & address changes must be kept up to date at all times. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Experience in Accounting Programs, Payables, Receivable and Payroll. Inventory knowledge pertaining to Retail and Food & Beverage Operations. Marketing capabilities. Working knowledge to Microsoft Office Programs (Outlook, Word, Excel, PowerPoint, etc.).

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