



**STATE OF LOUISIANA**  
**invites applications for the position of:**  
**Operations Manager (MA) 1, 2 or 3**  
**#50334025**

Equal Opportunity Employer

**ANNOUNCEMENT NO. 116-2024** **AMENDED**

**OPENING DATE:** July 25, 2024

**\*CLOSING DATE:** August 1, 2024

**\*SALARY:**

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

MA-620 / \$57,408 - \$112,570 annually

MA-621 / \$61,422 - \$120,453 annually

**JOB TYPE:** Unclassified

**LOCATION:** LANG-CM, Camp Minden, Minden, LA

***\*As part of a Career Progression Group, the level at which the vacancy is filled will be determined by the qualifications of the candidate selected.***

**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-CM**

**Camp Minden Training Site**



**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:**

Direct supervisor of three section operational section consisting of Operations and Training, Logistics and Military Police. Management of sections is based on guidance from Post Commander/CSM. Provide daily support for directed work planning, monthly planning for All-Hazard/IDT/AT planning, monthly planning with CMTS IDT unit training, and requesting required TDC 124 Orders to support upcoming training requirements for Louisiana National Guard, Louisiana State Guard and Camp Minden. Work with Operations and Training SGM and Camp Minden Facility Engineer to manage IDT/AT training/projects in 30/60/90-day training schedule. Experience in requesting funding for large scale projects and equipment (i.e. Manager of Range Training Land Program (RTLTP) and Integrated Training Area Management (ITAM). Coordination with manager of funds allocated at Training Center - Pineville and using funds to upgrade equipment/resources for Camp Minden (i.e. equipment purchases, rock, culverts, herbicide, etc....) Supervisor of Range Facility Management Support System (RFMSS) used system to schedule training at Camp Minden and the RFMSS Operator at Camp Minden.

Work with Post Commander/CSM on state purchase requirements for Operations and Training, Logistics, Military Police for fiscal purchases for equipment, resource, and the use of purchase document ISIS 101. Direct support with the Regional Training Institute (RTI) for any training needs and support with Joint - Reception, Staging Onward Movement, Integration (J-RSOI) requirements and current location of staging area, Forward Operating Base (FOB-M3) during All-Hazard operations. Installation Status Report (ISR) manager for Operations portion of report including monthly/quarterly input into system and working with Post/State ISR Manager. Support work required from service orders, scope of work, and project blueprints for oversight on project and quality control for the Operations and Training, Logistics, Military Police section with Section Supervisors. Supervisor maintained reports that include quarterly building inspections completed by Ops SGM, Post Training required completed by RFMSS Operator, etc.... Producing Operations Quad Chart, detailing weekly/monthly upcoming training. Working with the Antiterrorism Officer (ATO) on any exercises and requirements. Attending monthly/quarterly safety meeting. Perform other duties as assigned.

**POSITION QUALIFICATIONS:**

Individual must have good computer skills, with a working knowledge of Microsoft Office, Excel, PowerPoint, Microsoft Outlook. Ability to manage budgets and yearly requirements for budget input. Must have ability to understand purchasing documents. Some travel for various training and required conferences associated with position. Must have the ability to work emergency situations and think quickly.

**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:

Mrs. Kandice Miller  
LMD-HR (YCP-Camp Minden)  
100 Louisiana Boulevard, Minden, LA 71055  
E-mail: [kandice.m.miller2.nfg@army.mil](mailto:kandice.m.miller2.nfg@army.mil)  
Office: (318) 299-4277 / Fax: (318) 299-4297