



LOUISIANA MILITARY DEPARTMENT

LANG-CB, Camp Beauregard
Billeting Assistant Manager 1, 2, or 3
166775

ANNOUNCEMENT NO. 082-2025

OPENING DATE: July 22, 2025

CLOSING DATE: August 5, 2025

***SALARY:**

MA-613 \$35,734 - \$44,346

MA-614 \$38,230 - \$47,445

MA-615 \$40,914 - \$50,752

*Salary indicates typical starting range. Level will be determined by qualifications.

BENEFITS

Retirement: LASERS

Insurance: Medical, Dental, & Vision

Paid Holidays: 10 plus proclaimed

Annual Leave: 96 hours per year with tenure increases

Sick Leave: 96 hours per year with tenure increases

JOB TYPE: Unclassified

Current Classified employees must give up their designation to accept this position.

POSITION DESCRIPTION:

Collaborates with the housing Officer/NCO and Logistics Supervisor to develop the scope of work for janitorial, housekeeping, and maintenance contracts. Ensures the scope of work aligns contractual obligations and service expectations. Reviews and recommend updates on contract to maintain service and quality and meet changing needs of facility. Oversees the housekeeping team, ensuring all services are provided in accordance with standards in the contract. Conducts regular inspections to evaluate housekeeping performance, quality and compliance. Ensures all rooms are reset to appropriate standard. Tracks the status of lodging work orders, ensure task are completed and followed up with Facilities Engineer (F.E) weekly to ensure outstanding issues are resolved in a timely manner. Reviews completed work orders for quality and compliance with standards. Maintains accurate and reviews time sheets for all LMD state employees under their supervision. Submits payroll bi-weekly in compliance with state regulations and deadlines. Be available after hours to process room reservations needed. Provide customer support for check-in / check-out process. Assist Billeting clerk, such as answering phones, inquiries and waiting on customers and maintaining a customer -friendly environment. Conduct training and development programs for housekeeping and maintenance staff to endure, necessary skills and knowledge to meet expectations. Provide assistance in managing inventory and ordering supplies for daily housekeeping and maintenance. Participates in periodic audits and inspections to ensure the facility is maintained to the highest standard. Perform all other duties as assigned.

POSITION QUALIFICATIONS:

Comprehensive knowledge of the sky touch reservation system. In depth knowledge of the mission, organization, and work processes of the La Military Department. Possess effective written and oral communication skills, interpersonal skills, and ability to work with others. Ability to work independently with little guidance or oversight and make decisions that meet the commander's intent.

GENERAL REQUIREMENTS:

- 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.
- Must be available to report to duty during emergency or disaster situations.
Other periodic travel may be required.
- Must meet physical requirements to perform functions of the position.
- Must attend/complete all Louisiana Military Department (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:

- All LMD positions require in-office attendance. This is not a remote position.
- Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.
- For positions requiring computer/email access selected applicant must qualify to obtain a Department of Defense Common Access Card (CAC) Card and maintain eligibility
- LMD is a substance abuse and drug free workplace. The selected applicant must pass a pre-employment background investigation and pre-employment drug test. Thereafter, all employees are subject to random drug testing.
- To become an employee of the LMD you must be a current member of the Louisiana National Guard or eligible for membership in the Louisiana State Guard.
- The selected applicant must pass a pre-employment criminal background investigation prior to employment.

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 12:00 a.m. CST:

Mr. Timothy Groh
LMD-HR (Camp Beauregard)
235 H Street, Pineville, LA 71360
Email: timothy.j.groh.nfg@army.mil
Office: (318) 290-5394