



LOUISIANA MILITARY DEPARTMENT



LANG-GOHSEP

Critical Information Systems Coordinator 1, 2, or 3

ANNOUNCEMENT NO. 006G-2025

OPENING DATE: September 18, 2025

CLOSING DATE: October 2, 2025

*SALARY:

MT-317 \$70,138 - \$126,256

MT-318 \$75,046 - \$135,096

MT-319 \$80,309 - \$144,560

*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:

The Critical Information Systems (CIS) Coordinator supports the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) by leading the development, deployment, and management of geospatial technologies in support of emergency management operations. The role requires technical expertise oversight to maintain situational awareness and decision-making capabilities during all phases of emergency management.

Key Responsibilities

Technical Duties: -Develops, maintains, deploys, and updates GIS products (layers, maps, dashboards, web apps) in support of emergency management operations using ArcGIS Dashboards, Survey123, Experience Builder, ArcGIS Hub, and ArcGIS Enterprise. - Administers GOHSEP's ArcGIS Online Organization, including user support, account management, group and item organization. - Provides GIS support for disaster damage assessments using Survey123 and Survey123 Connect. - Manages, maintains, and integrates emergency geospatial data from multiple sources, including WebEOC. - Collaborates with agencies, Emergency Support Function (ESF) partners, and GOHSEP decision-makers to translate operational needs into timely geospatial products. - Builds and shares situational awareness with Federal, State, local, and private-sector partners to deliver a clear and comprehensive picture of significant events. - Works extensively with Microsoft PowerPoint, Excel, and Word documents to support reporting and presentations. -Participates in training courses, exercises, and continuous learning to advance GIS capabilities. - Supports Emergency Operations Center (EOC) activations with the ability to work 12-hour shifts or longer for extended periods. - Performs other duties as assigned.

POSITION QUALIFICATIONS:

Minimum.

A baccalaureate degree plus a minimum of two (2) years of work experience in GIS, Geography, Computer Science, Homeland Security or Emergency Management.

Substitutions

Six years of full-time work experience in any field may be substituted for the degree requirement.

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree as follows:

A maximum of 120 semester hours can be combined with experience to qualify.

30 to 59 semester hours credit will substitute for one year of experience.

60 to 89 semester hours credit will substitute for two years of experience.

90 to 119 semester hours credit will substitute for three years of experience.

120 or more semester hours credit will substitute for four years of experience.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years full-time work experience towards the baccalaureate degree. Candidates with 120 or more semester hours of credit, but without a degree, must also have at least two years full-time work experience to qualify.

NOTE:

A college degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Association of Colleges and Secondary Schools; the New England Association of Schools and Colleges, Incorporated; the North Central Association of Colleges and Secondary Schools; the Northwest Association of Secondary and Higher Schools; the Southern Association of Colleges and Secondary Schools; the Western Association of Schools and Colleges. Preference will be given to an individual with a strong background in GIS with experience in emergency operations and incident mapping.

Applicants should have experience using Esri ArcGIS Products including: ArcGIS Online, ArcGIS Enterprise, ArcGIS Dashboards, ArcGIS Pro, Survey123, Survey123 Connect, Experience Builder, and ArcGIS Hub.

Applicants should have strong knowledge of geospatial data formats, projections, and data standards. Preference will be given to candidates with scripting experience including SQL, Python, and ArcGIS Arcade.

Applicants must be available to travel occasionally including overnight travel. Applicants must have effective oral/written communication skills, strong analytical skills, ability to work Independently, and effective interpersonal skills. Applicants must have knowledge of Microsoft Office applications.

Applicants must be able to work 12 hour shifts, day or night, including weekends and holidays, for extended periods during emergencies, which may be frequent in nature.

Must present and maintain a valid Louisiana driver's license. Applicant must have or be able to obtain DHS Secret Level Clearance and PCII Certification.

GENERAL REQUIREMENTS:

- Must have a valid Driver's License, Social Security Card and Birth Certificate.
- 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.
- 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.
- 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:

Shanice Allen
7667 Independence Blvd.
Baton Rouge, LA 70806
Email: shanice.allen4@la.gov
Office: (225) 925-7338