



LOUISIANA MILITARY DEPARTMENT



LANG-GOHSEP
Contract Specialist 1, 2, or 3
50377746

ANNOUNCEMENT NO. 001G-2026
OPENING DATE: 09 January 2026
CLOSING DATE: 23 January 2026

***SALARY:**

MA-616	\$43,784 - \$54,309
MA-617	\$46,842 - \$58,115
MA-618	\$50,128 - \$62,192

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

JOB TYPE: Unclassified

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

POSITION DESCRIPTION:

Serves as the assistant to the contracting officer for the development, resourcing, execution, and management of professional and construction contracts for the Louisiana Military Department (LMD). Duties include the verification and assimilation of initial request documentation; verifying program funding for projects and actions; preparation of competitive bid actions and advertisements; preparation and oversight of procurement or contract execution documents; oversight and recordation of actions, filings; and tracking actions. Coordinates with agency partners, contractors / vendors, and etc.

Additional duties and responsibilities include but are not limited to:

Process and manage professional and public works contracts. Uses LaGov Enterprise Resource Planning (ERP) modules and other automated system actions to fully execute contract administration and budget commitments. Review project submittals; execute and track project advertisements. Formulate and enforce agency policies and procedures regarding contract and agreements administration. Provide emergency procurement support in response to declared emergencies. Interact with and assist project managers and contractors with contracting procedures. Ensure quality control in the preparation and execution of contractual documents. Action and manage contract actions and follow-up. Assist with the management of the Internal Contract Review Board and Capital Outlay Review Board actions for the Deputy Director. Completion of SHARPS training, ethics training and fosters sexual harassment free environment. Performs other duties as assigned.

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

POSITION QUALIFICATIONS:

Preferred: college degree in related field or 2-3 years' experience in accounting, finance, contracting, project management, construction management or public administration; specialty training or certification in procurement, contracting, accounting, finance or related technical field. Knowledge in on-line systems, interactive database management or information system. Skilled in basic principles of purchasing and contracting advertisements, bid process, contracting, etc. Skilled in effectively communicating with peers, supervisors and subordinates.

Able to use various software: Microsoft Word, Excel, Access, PowerPoint, etc. Able to work independently with general guidance to meet objectives and establish guidelines.

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: gohsepemployeerelations@la.gov