



LOUISIANA MILITARY DEPARTMENT

Youth Challenge Program, Gillis W. Long Center

Management Information System Coordinator 2

183534



ANNOUNCEMENT NO. 007-2026

OPENING DATE: January 09, 2026

CLOSING DATE: January 23, 2026

***SALARY:**

ME-413 \$40,914 - \$49,109

*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.

Department Mission

Intervene in and reclaim the lives of 16-to-18-year-old at-risk youth, producing program graduates with the values, life skills, education, and self-discipline necessary to succeed as productive Louisiana citizens.

WHO WE ARE:

YCP is a voluntary program that target youth who are at risk of not completing high school. We provide an environment for youth so they may focus on completing academic goals while enhancing personal strengths and resiliency. Our program provides a structured environment and teaches discipline, self-control and motivation. We develop the whole person by focusing on 8 core components that support each cadet's personal development: academic excellence, life coping skills, job skills training, responsible citizenship, leader/followership, health & hygiene, physical fitness and service to community.

POSITION DESCRIPTION:

Provides direct customer support and work station instruction to 52 users of the YCP-GL computer network. Ensures the operation of 31 computers in the computer laboratory. Ensures the operation of 4 computers in the Cadre Development Center (CDC). First responder to trouble calls. Acts as systems administrator for the YCP-GL network and Provides network administrative support. Acts as the IASO (Information Assurance Security Officer) and system administrator for YCP-GL RCAS computers. Working knowledge of database design concepts and Microsoft Office to include word-processing, database input and management, Excel spreadsheet, and Power Point graphics arts presentation. Organizes and enters new cadet photos into the Data base at the beginning of each cycle. Creates the permanent cadet ID cards during third cadet promotions each cycle. Provides Bi-annual (cycle specific) reports to the executive level. Set-up and maintain (IT) equipment for Parent and Executive level briefings. Assume other duties and responsibilities as assigned. Completion of SHARP Training and fosters sexual harassment free environment. Complete all training to include: Ethics and Suicide Prevention. Coordinates with the J-6 to ensure the YCP-GL network retains connectivity to the LANG network. Coordinates/Interacts with Data Entry Coordinators at other YCP sites in Louisiana. Coordinates and represents YCP-GL with National Guard Bureau (NGB) Database programmer. Coordinates the installation and setup of the Network Printers (State Contracted items). Upgrade Computer systems, Network systems, State Cell Phones and user station. Conduct 10% annual life cycle upgrade per fiscal year to ensure accomplishment of YCP mission. Manage a \$50 thousand dollar (IT) budget each fiscal year. Maintains inventory of YCP-GL computers, printer, monitors equipment and software.

Equal Opportunity Employer and State as a Model Employee (SAME)

POSITION DESCRIPTION CONT:

Utilize educational software programs. Manages the in-house Access Data Base for cadet and staff tracking. Manages the Budget software that tracks YCP-GL budget. Manages the Outdoor Audio system. Manages and troubleshoots the (HSS and MMR) video surveillance systems. Manages the Budget software that tracks YCP-GL budget. Manages the Outdoor Audio system. Manages and troubleshoots the (HSS and MMR) video surveillance systems. Utilize educational software programs. Manages the in-house Access Data Base for cadet and staff tracking. Manages the Budget software that tracks YCP-GL budget. Manages the Outdoor Audio system. Manages and troubleshoots the (HSS and MMR) video surveillance systems. Perform other duties as assigned.

POSITION QUALIFICATIONS:

Knowledge of database design concepts of Microsoft Office to include: Word, Access, Excel, and PowerPoint. Knowledge of educational software programs to include: GED 21st Century, Skills Bank, Typing Trainer. Knowledge of Microsoft Operating systems to include: Windows XP, Vista, 7 and Microsoft Server 2010.

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:

Mrs. Christine Zeller

LMD-HR (Gillis W. Long Center)

5445 Point Clair Road, Carville, LA

E-mail: christine.r.zeller.nfg@army.mil