



LOUISIANA MILITARY DEPARTMENT

CFMO, Camp Beauregard, Pineville, LA

Contract Operations Specialist 1, 2, or 3

#50655693

ANNOUNCEMENT NO.016-2026

OPENING DATE: January 29, 2026

CLOSING DATE: February 04, 2026

***SALARY:**

MT-309 \$40,830 - \$49,005

MT-310 \$43,680 - \$52,416

MT-311 \$46,738 - \$56,098

*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.

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 DESCRIPTION:

Provide broad-based and thorough contract management support to the Senior Contract and Quality Assurance Manager and the Project Team on the execution of a large-scale construction project, including, among other, performance of various tasks and support of potential new projects. Review the contract verbiage and schedule activities for compliance with the overall project execution. Advise the Contract and Quality Assurance Manager / Senior Contract and Quality Assurance Manager of any improvements to the schedule especially where they might be required by the Louisiana Military Department (LMD) Contracting for use as evidence in any later claims for extension of time. Assist the Contract and Quality Assurance Manager / Senior Contract and Quality Assurance Manager in the maintenance of the Contract schedule to manage the budget and cost to complete. Monitor and advise the Contract and Quality Assurance Manager / Senior Contract and Quality Assurance Manager of any specific notice received or to be sent to the LMD Contracting. Prepare LMD Contracting Letter of Concern based on events impacting the project. Provision of notice in compliance with the requirements of the Contract. Preparation/review, of correspondence with Contractor or Architect. Development, drafting, submission of payouts and Variation Orders. Review and update the risk & opportunity analyze the progress of actions to avoid risks and identify any potential claim. Monitor the progress of all claims/change orders to ensure that they proceed in accordance with the process required by the Contract. Monitor the progress of payment of all change orders to ensure that they proceed in accordance with the process required by the Contract. Manage contract amendments/change orders have been issued and executed. On time submission of progress claims. Perform other related duties as assigned.

POSITION QUALIFICATIONS:

Contract management experience preferred. Strong contractual and commercial acumen. Experience on negotiation and resolution of complex contractual issues. Project contract management and risk administration including change orders, payouts, ability to develop and implement project claim strategy. Experience in managing construction contracts. Ability to maintain and monitor metrics and Key Performance Indicators on company systems to ensure adequate monitoring through LMD systems. Ability to support in drafting and follow up of correspondence with stakeholders (LMD, internal team etc). Manages formal communication with LMD, key partners. Risk Management experience on projects execution.

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

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. Ceann Jackson
LMD-HR (Camp Beauregard)
235 H Street, Pineville, LA 71360
Email: ceann.j.jackson.nfg@army.mil