



LOUISIANA MILITARY DEPARTMENT

LANG-GL, Gillis W. Long Center

Purchasing Agent 1, 2, or 3

#187658

ANNOUNCEMENT NO. 106-2026

OPENING DATE: June 23, 2026

CLOSING DATE: June 30, 2026

***SALARY:**

MA-612 \$33,405 - \$47,649

MA-613 \$35,734 - \$50,997

MA-614 \$38,230 - \$54,562

*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:

Manages all State purchasing activities supporting the infrastructure of the Louisiana National Guard, Gillis Long Center and its tenants. The tenants include the Gillis Long Center facility. Youth Challenge Program, State Military Department, Office of Risk Management, and CFMO. Purchasing Agent inputs State purchase orders into the integrated statewide information system (ISIS). Conducts bids with vendors when necessary, coordinates with Louisiana Office of State Purchasing on bids over the purchasing authority of the agent and purchases commodities from the Louisiana State contracts. Helps implement and maintain a tracking system with the Gillis Long Center Property book officer in order to track purchase orders to ensure proper delivery of commodities purchased, make sure proper commodities are delivered and vendors are paid in a timely manner. Assist in managing all fixed charges and coordinates with contract vendors on the execution of the contract. The incumbent will provide assistance to the Installation Commander and the Organizational Manager Team with relevant financial data necessary for budgetary for financial decisions. Will assist in the preparation of current financial reports as well as summarize and forecast for future growth and general economic outlook. Incumbent will assist in the monitoring of status of funds with respect to authorized budget along with analyzing expenditure, encumbrances and revenue to identify trends and potential funding problems, Purchasing Agent will participate in the consolidated fiscal and purchasing section formed during State emergency rehearsals and events located at Camp Beauregard, LA or any other location as dictated. Must maintain and wear all safety related equipment and/or report any violations or deficiencies. Ensure that the Safety Coordinator is informed on any violations reported to them and follow up to ensure it is corrected. Must inform the supervisor of all telephone and address changes. Maintain accountability of all equipment and ensure data cards are up to date. Maintain and practice good environmental protection measures. Purchasing agent assumes and executes all other duties and responsibilities assigned.

POSITION QUALIFICATIONS:

Detailed knowledge of the State ISIS System. Detailed knowledge of MS Office (Excel, Word, Power Point, Outlook, etc) and Business Objects.

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:

Ms. Tracey S. Rabalais
LMD-HR (JCP - Gillis W. Long Center)
5445 Point Clair Road, Carville, LA 70721
Email: tracey.s.rabalais.nfg@army.mil