



LOUISIANA MILITARY DEPARTMENT



LANG-GOHSEP

Grants Technician 1, 2, or 3

50361787 & 50378646

ANNOUNCEMENT NO. 127-2026

OPENING DATE: 22 July 2026

CLOSING DATE: 05 August 2026

***SALARY:**

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

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

MA-615 \$40,914 - \$58,365

*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:

The Preparedness Division Grants Program Technician serves as a subject matter expert responsible for the comprehensive lifecycle management of federal and state preparedness grants. The primary purpose of this position is to ensure that Homeland Security and Emergency Management funds are administered, monitored, and closed out in strict specialized compliance with statutory and regulatory requirements. This role facilitates the vital flow of funding between federal entities and local sub-grantees to enhance the state's overall emergency readiness and resilience.

Duties and Responsibilities:

60% Homeland Security & Preparedness Grant Administration: Grant Development: Prepare and develop complex grant agreements, applications, budgets, and amendments for programs including HSGP, EMPG, EOC, Cybersecurity, and Non-Profit Security grants. Compliance & Negotiation: Ensure all sub-grant agreements meet federal and departmental regulations; negotiate agreements between federal, state, local, and private entities. Financial Oversight: Analyze grant proposals to recommend funding; perform official "close-out" procedures and de-obligate unexpended funds; archive all records for audit readiness. Reporting & Strategy: Research and draft the Biannual Strategy Implementation Report (BSIR), tracking award amounts, obligations, and expenditures. Define solution areas, disciplines, and target capabilities for Legislative Auditor documentation. Communications: Prepare detailed reports and presentations for administrators, the legislature, the media, and the public regarding grant status and impact.

20% Technical Assistance & Sub-Grantee Support: Advisory Services: Work directly with sub-grantee administrators and officials to resolve complex programmatic issues and facilitate inter-agency coordination. Financial Monitoring: Review sub-grantee records and reports to verify that all claimed costs are allowable under federal guidelines and that terms of the agreement are being met. Documentation: Maintain meticulous records and manage all correspondence relative to the grant lifecycle.

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 CONT.

10% Grant Project Management: Performance Monitoring: Conduct on-site visits and evaluate project progress to ensure sub-grantees are operating within established time limits and legal frameworks. Quality Assurance: Review progress reports, completion reports, and final work products submitted by sub-grantees. Systems Management: Utilize automated grant information systems to generate financial and managerial reports for executive leadership.

10% Other Duties & Emergency Response: Liaison Duties: Assist Grants specialist as a point of contact for assigned parishes regarding Grants. Readiness: Participate in year-round training and exercises to maintain a high state of operational readiness. EOC Activation: Fulfill assigned duties within the State Emergency Operations Center (SEOC) as directed by GOHSEP Leadership during state emergencies.

POSITION QUALIFICATIONS:

Knowledge:

Federal & State Regulations: Deep understanding of 2 CFR 200 (Uniform Administrative Requirements) and specific FEMA grant guidance.

Emergency Management Principles: Familiarity with the National Incident Management System (NIMS) and the Incident Command System (ICS).

Financial Administration: Knowledge of budgeting, accounting principles, and the lifecycle of federal funding (from application to de-obligation).

Grant Strategy: Knowledge of how to align local project goals with federal "Target Capabilities" and state strategic plans.

Skills:

Communication: Exceptional writing skills for drafting legal grant agreements and public-facing reports; strong verbal skills for negotiating between state and federal officials.

Project Management: Ability to track multiple overlapping deadlines and monitor sub-grantee performance across various parishes.

Analytical Thinking: Proficiency in reviewing complex budgets and technical proposals to ensure they meet statutory requirements.

Technical Proficiency: Advanced use of Microsoft Excel and experience with automated grant management or financial systems.

Abilities:

Independent Work: Ability to manage a high volume of work with minimal supervision while meeting strict federal deadlines.

Adaptability: Capacity to pivot from office-based administrative work to 24/7 emergency response duties during state activations.

Organization: High level of attention to detail for maintaining audit-ready records and archiving historical data.

Experience & Education:

Experience: Professional-level experience in grant administration, contract management, emergency management, or a related administrative field is highly preferred.

Education: A college degree is recommended (preferably in Public Administration, Business, Emergency Management, or Finance), but equivalent professional experience may be substituted.

Certificates, Licenses, & Training:

Driver's License: A valid driver's license is required for occasional overnight travel and site visits.

Required Training (Post-Hire): Completion of IS-100, IS-200, IS-700, and IS-800 (FEMA Independent Study courses) is typically required within the first 6 -12 months.

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