

## STATE VACANCY ANNOUNCEMENT

### LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

**POSITION:** Assistant Coordinator (Data Entry) -\*Temporary      **ANNOUNCEMENT NO.** 081-2017

**SALARY:** SS-410 / \$929.60 bi-weekly

**LOCATION:** Youth Challenge Program, Gillis W. Long Center (YCP-GL), Carville, Louisiana

**OPEN:** 9 June 2017

**CLOSE:** 23 June 2017

*\*Temporary Appointment – Expires 6 months from Start Date. No Leave. No Benefits. No Overtime.*

**NOTE:** Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

**In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.**

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED “AT WILL” AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Knowledge of database design concepts of Microsoft Office to include: Word, Outlook, Access, Excel, Powerpoint, etc. Working knowledge word-processing, database input and management, excel spreadsheets and Power Point graphic art presentations. Knowledge of or willing learn educational software programs to include: GED 21<sup>st</sup> Century, Skills Bank and Typing Trainer. Knowledge of Microsoft Operating Systems to include: Windows XP, Vista, 7 and Microsoft Server 2003.

b. **GENERAL:** Must have a valid Driver’s License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC). Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public. Must attend/complete all mandatory LMD training (Ethics, SHARP, Suicide Prevention, etc.) and fosters sexual harassment free environment.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. **POSITION DESCRIPTION:** Provides direct customer support and work station instruction to 80+ users of the YCP-GL computer network. Ensures the operation of 26+ computers in the computer laboratory. Ensures the operation of all technical equipment in the Student Union Center. First responder to trouble calls. Acts as Assistant Systems Administrator for the YCP-GL network and provides network administrative support. Acts as the Assistant Information Assurance Security Officer (IASO) and the Assistant System Administrator for YCP-GL RCAS computers. Organizes and enters new cadet photos into the database 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. Sets up and maintains IT equipment for parent and executive level briefings. Acts as the Point of Contact (POC) for the following: Coordination with J-6 to ensure the YCP-GL network retains connectivity to LANG network, coordinates/interacts with Data Entry Coordinators at other YCP sites in Louisiana, coordinates and represents YCP-GL with the National Guard Bureau (NGB) Database Programmer and coordinates the installation and setup of the network printers (State Contract items). Plans and recommends the following to executive level: Computer systems, network systems, State cell phones and the user station upgrades, 10% annual lifecycle upgrade per fiscal year to ensure accomplishment of YCP mission. Maintains inventory of YCP-GL computers, printers, monitors equipment and software. Utilizes educational software programs. Manages the in-house access database 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 software. Must attend/complete all mandatory LMD Training (Ethics, SHARP, Suicide Prevention, etc.) and foster a sexual harassment free environment. Performs other duties as assigned.

5. **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). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf>.** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Ms. Cedina Whicker  
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