



# LOUISIANA MILITARY DEPARTMENT



**LANG-GOHSEP**

**Contracts and Purchasing Specialist 1, 2, or 3**

# 50473401

**ANNOUNCEMENT NO.** 008G-2026

**OPENING DATE:** 02 April 2026

**CLOSING DATE:** 16 April 2026

**\*SALARY:**

**MA-616** \$43,784 - \$62,455

**MA-617** \$46,842 - \$66,832

**MA-618** \$50,128 - \$71,521

\*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:**

The Contracting and Purchasing Specialist is responsible for reconciling invoices, creating purchase orders, accounts receivables, entering contracts into the State's LaGov system, and procuring goods and/or services from state contracted vendors. They are also responsible for procuring goods and/or services that are outside of the scope of the Office of State Procurement. Creates purchase orders for goods and services obtained from vendors. Performs entry level procurement tasks from the time of need until the materials are received and approved for use by the entity. Analyzes and reconciles invoices to ensure accuracy of goods and services and seeks accounting corrections as needed. Prepares and monitors routine and less complex contracts and/or agreements, amendments and sub-grant agreements in accordance with statutory and regulatory requirements and departmental policies and procedures. Procures, through proper vendor selection, and award to the lowest responsible and responsive vendor whose bid meets the requirements and criteria set forth in the solicitation. Follows up on deliveries, i.e. expediting or non-delivery, receipt and quality of materials. Corresponds with vendor and agency staff, verbally or written, on contract terms, deliveries, quality and order changes. Establishes and maintains records of procurement transactions. Establishes and maintains files of qualified vendors and procurement policies and procedures. Learns to apply the Procurement Code in order to procure goods and/or services for the agency. Under direct supervision, coordinates proper solicitation, evaluation of bids, and vendor selection. May provide guidance to agency personnel on specification development in order to meet procurement standards. Provides management with accurate and timely status reports. Provides support to management on all situations as needed. Assists in the development of internal processes, policies and procedures pertaining to the section. Perform other duties as assigned.

**POSITION QUALIFICATIONS:**

The Contracting and Purchasing Specialist should have a baccalaureate degree (although not required) in business administration, accounting, economics, mathematics, finance, or similar fields. This position requires outstanding verbal and written communication skills and will be required to maintain a high degree of professionalism.

## **POSITION QUALIFICATIONS CONT.:**

The Contracting and Purchasing Specialist must have knowledge of Microsoft Office applications; effective oral/written communication skills; strong analytical skills; the ability to work independently, and effective interpersonal skills. They are required to work 12-hour shifts and beyond, day or night, for extended periods during emergencies. During times of emergencies, duties include participation in preparation and ongoing support for the State Emergency Response Operations, which may be completely outside of normal, daily duties. Support is required 24/7 for the duration of the event.

## **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](mailto:gohsepemployeerelations@la.gov)