



LOUISIANA MILITARY DEPARTMENT

LMD-K, Jackson Barracks, New Orleans, LA

Contract Specialist (Operations) 1, 2, or 3

50366686

ANNOUNCEMENT NO. 184-2026

OPENING DATE: October 07, 2026

CLOSING DATE: October 14, 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.

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:

Serves as the primary operational contracting liaison for the Louisiana Military Department (LMD) Contracting and Purchasing Department across contracting offices at Camp Beauregard and Baton Rouge. Maintains and updates the centralized project tracker for all active LMD contracts and develops working knowledge of LMD contracting operations, including public works, professional services, short-term agreements, coding, LaCarte cards, payments, and procurement. Procures goods and services under the direction of the Buyer and Procurement Manager. Serves as the certified operational backup for reviewing, validating, and approving Joint Logistics Support System (JLSS) requests during state emergency responses. Consolidates, enters, reviews, and tracks all LMD Capital Outlay submissions using the state Capital Outlay Request Tracking System (CORTs). Reviews and prepares Louisiana Architects Selection Board (LASB) and Louisiana Engineers Selection Board (LESB) documentation for formal submission to Facility Planning and Control (FP&C). Obtains and maintains access to required systems, including LaGov, JLSS, CORTs, and SharePoint. Manages the departmental Outlook calendar; coordinates high-level meetings; logs critical suspenses; and monitors state-mandated reporting deadlines. Is required to work 12-hour shifts or longer, during day or night hours, for extended periods in support of emergency response operations. Consistently meets established goals and produces accurate, timely work aligned with organizational expectations. Demonstrates dependable understanding of assigned responsibilities and follows through on tasks with steady performance. Performs other duties as assigned.

POSITION QUALIFICATIONS:

Bachelor degree preferred in engineering, management (contracting), accounting, business administration, finance, or similar fields. Advanced knowledge of Microsoft 365 products (word, excel, powerpoint, teams, sharepoint, etc.). Demonstrated time management skills and shows advanced analytical abilities in tracking contracting and purchasing data. Advanced ability to work in both independently and team settings. Ability to communicate clearly and effectively with contracting staff, LMD Leadership, Vendors, and other State agencies. Requires no guidance in understanding and applying state and federal contracting procurement regulations. Strong analytical thinker who can assess situations and provide recommendations based on data.

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:

SFC Juan Rossell

LMD-HR (Jackson Barracks)

6400 Saint Claude New Orleans, LA 70117

Email: juan.c.rossell.mil@army.mil