Adjutant General's Department

3/14/2014

YOUR DIRECT LINK TO State Vacancies

POST &/or Distribute

Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.
All positions require a security check.
Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: **1**-*Present State employees of TAG Dept* **2**-*All State employees'* **3**-*Public*

Location	*Open	Position	Title	Department	Closing Date
Topeka	**1,2,3**	Unclassified Full-time	**NEW Project Manager Topeka, KS** https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176961	**Public Works - Topeka**	April 4, 2014
Topeka	**1,2,3**	Unclassified Full-time	**Accountant II Topeka, KS** https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176941	**State Comptroller - Topeka**	Until Filled
Topeka	**1,2,3**	Unclassified Full-time	**RE-POSTING Engineer Tech (GIS) Topeka, KS** https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176667	**Public Works Topeka**	Until Filled
Topeka	**1**	Unclassified Full-time	**RE-POSTING Physical Plant Supervisor II Topeka, KS** https://www.da.ks.gov/ps/pub/reqinfo.asp?id=176819	**Public Works Topeka**	March 21, 2014

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

HOW TO APPLY FOR A POSITION AT THE ADJUTANT GENERAL'S DEPARTMENT

The application process has **4 STEPS**.
STEP 1: Register by completing the online Personal Data Form at http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm
(Skip this step if you already have an Applicant ID number.)
STEP 2: Complete the official State of Kansas application form at http://da.ks.gov/ps/aaa/recruitment/intro.htm
STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.
STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to stephanie.k.burdett.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.
MEETING MINIMUM QUALIFICATIONS: In order to be qualified for any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the specific position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.
IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460

NOTE: On-line application and listing of **other State Vacancies** are available on the Internet, **www.jobs.ks.gov**

REQUIRED DOCUMENTS: The following documents must be submitted by the job closing date.

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application.)
- Kansas Tax Clearance Certificate: Apply at Kansas Department of Revenue's website at http://www.ksrevenue.org/taxclearance.html.
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306(1).pdf .
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Stephanie Burdett, stephanie.k.burdett.nfg@mail.mil.

Project Manager
JFHQ - Department of Public Works
Topeka, KS

Requisition # 1769614 - Closes April 4, 2014 - Job Summary: Classified, Full-Time, 40 hours per week, $19.16 - $21.13 per hour. Position has some flexibility, based upon supervisor approval and assigned projects, to adapt work hours to four and one-half or four days per week. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: Serves as project administrator & agency's liaison with design & construction contractors on vertical & horizontal construction & repair projects. Conducts design review & evaluation of plans & specs & performs field inspections. Work will require climbing into buildings, moderate physical exertion, and exposure to inclement weather conditions. On occasion employee may be under stress due to more than one complex project requiring completion on a deadline. Work requires visual and auditory attention for long periods.

How will I be screened? (Required Qualifications): HS/GED, 10 years of documented training, education and/or technical experience in construction management or civil engineering. Must have knowledge of physical & mathematical sciences, engineering techniques & their applications. Prefer college level courses or BS degree in Construction Management, Construction Management in Engineering Technology or Civil Engineering & background in design, project estimating, drafting, surveying, construction surveillance, etc. Education may be substituted for experience as determined relevant by the agency. The incumbent must display knowledge of basic business practices, the ability to present detailed reports of findings and recommendations, both orally and in writing, and the ability to establish and maintain effective working relationships with vendors, departmental officials and the public is also required. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

Accountant II
JFHQ-State Comptroller's Office
Topeka, KS

Job Summary: Full time, unclassified with benefits, state position, $19.16 - $20.13 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. Position is posted until filled so early application is suggested.

Job Description: Manage all accounting activities and reporting requirements relating to the administration of Army National Guard Cooperative Funding Agreements (CFA) between the National Guard Bureau and the Adjutant General's Department of Kansas for Facilities Operations & Maintenance Program, Sustainable Range Program, Distributive Learning Program and all Military Construction Programs. Develop and maintain records, files and accounting systems to fully account for all purchase requests that are submitted for the related CFAs. Review and audit purchase request to determine if the goods/services requested are in compliance with the CFA. If in compliance, compute necessary funding splits and submit requests into the state accounting and reporting system, SMART, and insure chart field funding is completed and accurate including all state and federal required codes. Maintain a record/file of all purchase requests. After satisfactory completion of the purchase, insure invoice and payment certifications are received then processed for payment in a timely manner.

Minimum and Preferred Qualifications: Prefer three (3) years of experience in professional accounting/auditing work. Formal education or training in accounting or business. Ability to evaluate the soundness of financial practices and the compliance with state and federal laws and regulations. Ability to detect and reconcile discrepancies in financial records. Good organizational work habits. Ability to establish and maintain effective working relationships with co-workers and representatives of other agencies or departments. Knowledge of the State of Kansas accounting system SMART. Working knowledge of Microsoft software package including access, Excel and Word.
PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at **http://da.state.ks.us/ps** **OR**
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of **other State Vacancies** are available on the Internet, **http://da.state.ks.us/ps.**

Engineering Technician
JFHQ - Public Works - Topeka, KS

Requisition# 176667 – Open Until Filled - Job Summary: Unclassified, Full-time, 40 hours per week, $15.75 - $21.26 per hour. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: The primary responsibility of the Engineering Technician is: Data Entry, Mining and Management;

- Support the GIS program
- Support the energy Utility Data Program
- Assist the GIS Coordinator with Cartography/ Mapping

How will I be screened? Required Qualifications: Three (3) years of education and/or experience in database management, geographical information systems, or digital spatial databases and analysis. Associates degree in geography or computer science or twenty four (24) academic hours in computer science, geography, cartography and/or related math and science. Training in Energy management, database management and/or cartography. Education may be substituted for experience as determined relevant by the agency. All applicants must have good organizational skills, the ability to write in a clear, concise format, the ability to work independently with limited oversight by the supervisor and the ability to finish projects accurately and in a timely manner. All applications meeting minimum qualifications will then be screened on Preferred Applicant criteria.

Preferred Applicants: Will possess experience in the physical sciences, including physics, and utility data knowledge/management; Certificates or work experience or training in the energy field, such as Certified Energy Auditor, certificates of ESRI, authorized ArcGIS training or Engineering Technical School with emphasis on GIS and Field Surveying. Proficiency in ESRI, ArcGIS. Familiarity with Spatial Data Standards for Facilities, Infrastructure and Environment (SDSFIE), experience with mapping grad GPS equipment and post processing software. General knowledge and application of a variety of software, including but not limited to:

- UM Pro (or equivalent)
- AutoCAD
- Microsoft Office (most importantly, EXCEL)
- SQL
- Python programming
- Pathfinder Office
- TerraSync

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant Generals Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

Physical Plant Supervisor II
Construction & Facilities Management, Topeka, KS

OPEN ONLY TO CURRENT STATE ADJUTANT GENERAL'S DEPARTMENT EMLOYEES!

Job Summary: Full time, unclassified with benefits, state position, $20.13 to $22.16 per hour commensurate with qualifications and skill level. Exempt Position. Standard 40 hour work week scheduled Monday thru Friday between 7:00 AM to 3:45 PM. All application must be received by the closing date of 03/21/2014.

Job Description: Qualified candidate will have Three years' experience in construction or facility maintenance or a four-year degree in engineering or a closely related field, Two years of supervision in construction or facility maintenance, Prefer five years of supervisory experience.

Minimum and Preferred Qualifications: Requires a high school diploma or equivalent and journeyman experience or military training in construction or building trades, must have the ability effectively communicate (both orally and in writing) technical information to senior military personnel, state personnel, other state Agencies, and commercial businesses in order to present critical aspects of maintenance program in responses

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to data requests. Must have the ability to read, comprehend, and apply pertinent rules and regulations. Have the ability to establish and maintain effective working relationships with coworkers and representatives of other agencies or departments. General trade knowledge (construction) and general building maintenance knowledge desired, Overall comprehensive knowledge of Kansas National Guard functions and roles preferred, Knowledge of and two years active experience with a commercial grade work order system, Knowledge and skills in MS Office software. Must have the ability to organize and clearly express information in concise written form. Physical ability to lift and move objects weighing up to 80 pounds safely is required and the ability Physical and mental ability to pass a military driver's test is required. Physical and mental ability to work at heights up to 100 ft. is required. Position is subject to call back during non-duty hours.

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