

# OFFICE OF RAPIDES PARISH CIVIL SERVICE



Linda Sanders  
Civil Service Director

Tina Goree  
Administrative Specialist

## Civil Service Board

Zebulon Winstead, Chairman  
Christopher Hall, Vice-Chairman  
Jason Leatherman, Member  
Dr. John M. Marks Jr., Member  
Marla West, Employee Member

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## JOB ANNOUNCEMENT NOTICE **#2022-46**

Opening Date: **11/18/2022**

Closing Date: **OPEN UNTIL FILLED**

### CLASS TITLE

**Resource Manager**

### CLASS RANGE

**22**

### MINIMUM SALARY

**\$42,012.32 annually**  
*+ benefits*

### NATURE OF POSITION

- Responsible for the functions & maintenance of the Rapides American Job Center.
- Oversee the management of the center.
- Supervise Career Center teams.
- Conduct risk management and property control for the center.
- Research & develop standard operating procedures for the center.
- Manage Workforce Development board's quarterly meetings.
- Assume HR functions including incident reporting, maintaining personnel files, etc.
- Purchase supplies.

### COMPETENCIES/PHYSICAL DEMANDS

- Able to operate basic office equipment.
- Proficient in Microsoft Office.
- Possess strong verbal and written communication skills and organizational skills.
- Have good interpersonal and teamwork skills.
- Able to bend, stoop, climb for tasks, and raise/lower objects up to 25 lbs.

### NECESSARY QUALIFICATIONS

- Bachelor's degree in a related field.
- Five (5) years related experience.
- Valid Louisiana driver's license.
- Must be available to attend Parish meetings before, during, & after business hours.

### REMARKS

1. **Must include a copy of driver's license, diploma or equivalent, transcript, DD214, etc. with application.**
2. **Applications must be submitted in person or via mail.**
3. **Apply at Rapides Parish Civil Service, 726 Washington St., Alexandria, LA 71301 - download an application at [www.rppj.com/employment](http://www.rppj.com/employment).**
4. **Please post this Announcement on Department Bulletin Boards.**
5. **Applications will be accepted until this position is filled.**

Distribution:  
All Department  
Announcement File  
LA Job Service

**AN EQUAL OPPORTUNITY AGENCY**

## RESOURCE MANAGER APPLICANTS

### **PLEASE NOTE:**

Testing for this position **MUST** be completed as soon as possible. This position will be advertised until filled.

Assessments are given **by appointment only:**

-Monday, Wednesday, and Friday at 8:30 AM

-Tuesday and Thursday at 8:30 AM and 12:30 PM

-To schedule an assessment please call:

Kadie Miller at (318) 767-6048 OR Betty Lashley (318) 767-6004

-Assessment time for the **RESOURCE MANAGER** position is approximately **ONE HOUR AND FORTY-FIVE MINUTES (1 HOUR AND 45 MINUTES)**

### **LOCATION:**

Rapides American Job Center  
5610 B Coliseum Blvd  
Alexandria, LA 71303