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|  | **STATE OF IDAHO**  MILITARY DIVISION  **State Family Programs Office**  4250 Cessna Street, Building 270  Boise, Idaho 83705 |  |

NGID-FPO-Z 03 January 2011

**VACANCY ANNOUNCEMENT**

**OPENING DATE:** 03 January 2011

**AREA OF CONSIDERATION:** Current non-deploying IDARNG members.

**POSITION TITLE:** Web Designer for Family Programs/Yellow Ribbon

**DUTY LOCATION**: Gowen Field, Boise, ID

**TYPE OF POSITION:** Army, ADOS

**COMPATIBLE MILITARY FIELD:** Computer MOS

**CLOSING DATE:** 27 Feb 2011

2. **EQUAL OPPORTUNITY:** The Idaho National Guard is an equal opportunity employer. Selection for positions will therefore be made on an equal opportunity basis, and not on nonmerit factors.

3. The Idaho National Guard is a drug free workplace. Applicants must have negative drug screening results prior to selection.

4. **EMPLOYMENT:** Employment is temporary and is based on the availability of funds.

5. **ANNOUNCEMENT INSTRUCTIONS:** The following is a complete list of documents required to accompany your application. Read carefully; provide all necessary documentation to support qualifications for this position. Perishable documentation should not be more than 30 days old as of the closing date of this announcement, (ie PQRB, RPAM, MEDPROS).

a. Applications will not be accepted in binders or document protectors.

b. ADSW Application Checklist on top of the application (refer to page 4). Documents

must be organized in this manner.

c. Complete ARNG 1058-R (Jul 93).

d. MEDPROS Individual Medical Readiness Record displaying evidence of: current

Chapter 3 physical examination with-in last 5 years or PHA within one year and HIV testing within last 2 years. Medical Documentation other than MEDPROS Individual Medical Readiness Record will not be accepted. MEDPROS IMR Record can be obtained by accessing your AKO /My Medical / My Medical readiness / View Detailed Information / IMR record.

e. DA Form 705 (Army Physical Fitness Test Score Card), must show a **minimum of last 3 Record tests**, most current test not older than 12 months. A statement explanation of theabsence of record test will be accepted. (Include DA 3349 if precluded from standard 3 event test.)

f. Non-Commissioned Officer applicants must provide previous 5 DA 2166-7/8 (Non

Commissioned Officer Evaluation Report), E4 and below a recommendation from your unit commander.

g. Negative Pregnancy test results, if applicable.

h. Certified Height/Weight or DA 5500R not older than 30 days from the close date of this announcement.

i. Current Personnel Qualification Report Part B (PQRB).

j. Retirement Point Accounting Management (RPAM).

k. Counseling Form DA 4856 located on:

http://inghro.state.id.us/Manpower\_Branch/AGR\_Section/AGR\_Army/FTNGD\_Checklist08.pdf

l. Resume and letters of recommendation.

6. If selected, the hiring program manager will complete the SF 52. **Disregard for application**.

7. Incomplete applicant packets will be returned to the soldier without action. Application

packets must arrive at: **State Family Programs Office, ATTN: MAJ James Hicks**

**4250 Cessna St., Bldg 270, Boise, ID 83705-8112, not later than 1630 hours on the closing date specified in this announcement.** Mailing of applications packets using military postage is prohibited.

8. POC for further information is MAJ Hicks at 272-4361 or james.w.hicks1@us.army.mil

**2. SUMMARY OF DUTIES:**

**Job Description:**  
  
**Family Programs/Yellow Ribbon Web Designer** **is responsible to ensure that the Family Programs & Yellow Ribbon external and internal websites are designed and maintained to help Service Members and their Families the straightforward access to relevant information to connect with local resources on health care, education/training opportunities, financial, legal benefits, and support programs before, during and after deployments.**

**Major Responsibilities:**

* Work with the G-6 on designing the Family Programs/Yellow Ribbon external and internal websites
* Maintain and update relevant information on the websites
* Responsible for the layout, visual appearance and usability of the websites.
* Responsible for writing web pages.
* Work with and collaborate with Family Programs and Yellow Ribbon Staff in designing and maintaining the websites.
* **Qualifications:**
* Not on DMD
* Able to write code using: HTML, XHTML, CSS, Javascript, Actionscript, ColdFusion, .Net, php, Flash or using code-generating programs, such as Dreamweaver and Visual Studio
* Knowledge of graphic design
* Able to work autonomously without direct supervision
* Self motivated, proactive about accomplishing tasks
* Good communication skills, both written and oral.
* Must work well with other entities throughout the state.