



Position: California National Guard Joint Operations Center (JOC) Operator

Location: Sacramento, CA

When: Position open now, ~5 year contract

Pay: \$50-60K + Benefits

Job Description:

Serves as an operator in the Joint Operation Center (JOC); responsible for all administrative functions and message flow within the JOC. Assists in planning, developing, and coordinating CNG missions. Synchronizes new systems and programs to ensure unity of effort and continuity of operations. Collects, analyzes, disseminate operational data and information. Manages and assists with the use of JOC Common Operating Picture (COP) and Command and Control (C2) systems. Coordinate operational reports, after action reports, senior staff updates and headquarters update briefs.

Duties and Responsibilities:

- Review, monitor, reply to, forward and distribute incoming emails, telephone calls, faxes and written requests.
- Provide data updates to both subordinate units and higher echelons using spreadsheets, faxes, emails, forms and reports.
- Monitor and provide response on both Federal and State emergency operations.
- Retrieve data from different sources such as regulations, SOPs, Internet and multi-hazard plans for mission support.
- Create briefing slides using Power Point; conduct slideshows; assist in personnel management which includes mobilization of equipment and personnel.
- Create and brief reports to personnel coming on and off shifts and during shifts.
- Review/analyze information to determine level of importance, accuracy and content and forward to proper division/personnel; communicate with others to ensure information is current and answer any questions concerning information/content.
- Perform specialized tasks and duties for the Ops NCOIC and Battle CPT and all other duties assigned.

Mandatory Qualification:

- Must possess a secret level clearance.
- Must possess excellent written and verbal communication skills.
- Must have basic computer skills and knowledge of Microsoft Office Suite.
- Ability to work with little or no supervision.
- Ability to effectively problem solve and communicate with the utmost professionalism.

Preferred Qualifications:

- Knowledge/Experience with Google Earth, ESRI and other COP systems.
- Previous experience in working in an operations center.
- Knowledge/Experience with working with Friendly Force Tracking (FFT) and military Command and Control (C2) systems.

If you would like to apply for this position, please complete the following steps:

- 1) Register for Job Placement Services @ http://www.calguard.ca.gov/EIP/Pages/Service_Members.aspx
- 2) Send your resume to ngcajobs@ng.army.mil
- 3) Call The Work For Warriors staff @ 916-854-4426