

Class Concept

Work in this class involves responsibility for advising the Adjutant General concerning the strength, training, equipment, supplies, and the general operations and effectiveness of all units of the North Carolina National Guard and assisting him in the formulation of policies and plans, and for the issuance of necessary orders and instructions for the execution of such policies and plans. Employee is also responsible for directing and coordinating all staff functions within the Adjutant General's Department. Work develops as a result of the regular operations of the National Guard or from requests from the Adjutant General for investigations or special studies concerning specific National Guard activities such as the coordination of training with other state's units or with regular Army and Air Force units. Employee has considerable liaison contacts with civilian authorities and private citizens in order to promote interest in the National Guard and to integrate its activities with other governmental operations, especially in times of civil emergency. The work requires an extensive knowledge of military operations and administration. Within the scope of the established military regulations, policies, and plans of the Adjutant General's Department, the National Guard Bureau, the Army, the Air Force, this employee exercises considerable judgment and authority in coordinating, advising on, inspecting, and reviewing the operations of all National Guard units with the State; questions regarding new policies or deviations from standard policies are discussed with the Adjutant General before final action is taken. Work is subject only to a general review for results by the Adjutant General through conferences and the daily processing of reports and correspondence.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the National Guard Bureau's mission, objectives, procedures, regulatory limitations, and relationship to North Carolina's assigned mission.
- Thorough knowledge of pertinent laws, regulations, policies and precedents related to the National Guard.
- Ability to communicate with a wide diverse audience to include both oral and written communication.
- Ability to work effectively with internal and external customers at all organizational levels.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and ten years of military experience including command and staff assignments involving the planning and execution of operations and general administration; or an equivalent combination of education and experience