

**WEST VIRGINIA MILITARY AUTHORITY  
1703 COONSKIN DRIVE  
CHARLESTON, WV 25311-1085**

**POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER: ML220419**

**OPENING DATE:** 28 April 2022

**CLOSING DATE:** 12 May 2022

**LOCATION:** West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311

**JOB TITLE:** MA Administrative/Operations Manager 2

**WORKING TITLE:** Distributed Learning Program (DLP) Training Administrator

**SALARY RANGE:** \$40,188 - \$60,024

**How to Apply:** Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Application for Employment and resume** to West Virginia Military Authority, Attn. HR-employment application, 1703 Coonskin Drive, Charleston, WV 25311-1085, fax to 304-561-6321 or email to [Deborah.s.taylor28nfg@army.mil](mailto:Deborah.s.taylor28nfg@army.mil). **All applications must be received by closing date.**

Applications for Employment may be obtained from the West Virginia Military Authority, web site: <https://militaryauthority.wv.gov/Pages/default.aspx>.

**NATURE AND SCOPE OF WORK**

Under general supervision, performs professional and technical work associated with the Distributed Learning Program of the West Virginia National Guard. The employee in this position assists in the development and implementation of the Army National Guard Distributed Learning Program (DLP) within the state to achieve The Adjutant General's training readiness objectives for assigned federal and state missions. Assists in providing readiness training and pre and post-mobilization training (PPMT) to soldiers. Assists in planning and coordinating DL training opportunities for the state's National Guard soldiers. Conducts research and analyses to obtain vendors and internal sources of training commensurate with training needs. Assists in administering a training program to meet the distributed learning instructional and educational support needs of every Soldier in the state. Administers the payment of training providers. Notifies supervisors and participants of course dates and costs. Administers the course evaluation process. Serves as liaison between training providers and site administrators who oversee DL training; assist local training administrators in resolving program problems or issues. Provides guidance and coordinates technical and training support for site administrators. Facilitates DLP Master Cooperative Agreement (MCA) requirements. Coordinates with USPFO to design and implement various agreements for the DL program. Coordinates with DCSOPS branches to establish development and conversion requirements and priorities consistent with current and projected future training needs. Analyzes and identifies significant DL trends and issues; conducts studies, surveys and audits to evaluate effectiveness of state's DL program. Monitors

all special distributed learning programs and contract training programs for the state. Maintains awareness of changing technology and educational development as it relates to distributed learning. Assists in the development of training materials through the analysis of educational and instructional problems or questions. Coordinates scheduling of state DL facilities with both branches of the National Guard. Promotes discussion of best practices 'best practices' to streamline DL program and increase student throughput. Advises DCSOPS and unit commanders on all aspects of DL capabilities. Provides oversight of DL classroom operations and maintenance. Work is performed under general administrative supervision and is reviewed through observation of program results and overall compliance with established purchasing regulations. Information Assurance Policy Manager. GCCS-Army / All DL Program Inventory Management, IT Metrics – VTC input, RMX (+Network Components) Management / Troubleshooting. Occasional in-state travel may be required. Performs other duties as assigned.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the organization and missions of the WV National Guard; of the relationship of state DL program to NGB and Training and Doctrine Command (TRADOC); of DL technologies to effectively manage the operation, maintenance and lifecycle support of ARNG DLP equipment and software; of the NGB requirements for cooperative agreements as it relates to DL programs, facilities, personnel and equipment; of DL training requirements and product specifications; of analytical and evaluation methods used to assess the effectiveness of DL educational and training programs

Ability to plan, coordinate and evaluate DL programs at the state level; to provide technical and program guidance to site administrators and to resolve technical and logistical problems and issues; to effectively schedule DL facilities and programs throughout the state; to work with numerical data and perform detailed review of DL reports, equipment specifications and training protocols; to participate in collaborative efforts to development educational and training materials; to prepare reports, charts, graphs, statistical and numerical data to reflect status of DL programs; to prepare and use spreadsheets and databases related to DL programs; to develop and implement a course evaluate process ;to communicate effectively with a wide variety of people, orally and in writing; to establish and maintain effective working relationships with agency staff, military officials, training vendors and suppliers and the public.

## **MINIMUM QUALIFICATIONS**

**TRAINING:** Graduation from an accredited four-year college or university

**SUBSTITUTION:** Additional experience as described below may substitute for the required college training through an established formula.

**EXPERIENCE:** Six years of full-time or equivalent part-time paid experience in education, adult education or equivalent military experience. Preference may be shown to qualified applicants with equivalent military experience.

## **SPECIAL REQUIREMENTS**

1. Position is contingent upon continued receipt of Department of Defense funding.
2. This position falls under the West Virginia Consolidated Public Retirement System.
3. CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.
4. **Position requires a pre-employment drug screen.**
5. Position requires security clearance and background check.

Phillip R. Cantrell  
Director, WVMA