

STATE OF WEST VIRGINIA  
WEST VIRGINIA MILITARY AUTHORITY  
1703 COONSKIN DRIVE  
CHARLESTON WV 25311-1085  
POSITION VACANCY

ANNOUNCEMENT Number: ML220503

**OPENING DATE:** 02 May 2022

**CLOSING DATE:** 16 May 2022

**LOCATION:** West Virginia Military Authority, 1703 Coonskin Drive, Charleston WV 25311-5005

**JOB TITLE:** MA Administrative Operation Specialist

**Working Title:** MA Purchasing and Procurement Officer

**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: Applications, 1703 Coonskin Drive, Charleston, WV 25311 or email to [deborah.s.taylor28.nfg@army.mil](mailto:deborah.s.taylor28.nfg@army.mil) on or before the closing date noted above.

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

**EVALUATION SKILLS:** (1) Experience; (2) Training; (3) Education

**NATURE AND SCOPE OF WORK:** Under general supervision, performs work at the full-performance level by overseeing a grant program within a state agency, which is responsible for providing purchasing, inventory and records management activities. Obtains both goods and/or services in adherence to fluctuating state purchasing regulations. Contracts are extensive and include those both internal and external to state government. Uses discretion and independent judgment to select cost-effective goods/services within prescribed parameters. Performs related work as required.

**EXAMPLES OF WORK**

Reviews purchase requisitions and determine if required merchandise is covered by a Statewide Contract or if manufacturer bids must be solicited; collects bids, if required, and screens to determine the lowest responsible bidder meeting the requirements of the requisition.

Checks purchase orders for accuracy, completeness, and clarity; corrects any ambiguities in purchase orders and adds needed information.

Types and/or composes purchase orders, correspondence, memorandum and reports.

Obtains all necessary product information from requester including size, quantity and color in order to accurately complete the purchase order.

Records order and requisition number and delivery data in WVOASIS and retains for use in billing and order verification.

Contacts contract vendors to confirm shipping channels and delivery costs.

Oversees the order to assure that it meets the contract agreement and arrives in good condition and in a reasonable amount of time.

Prepares technical or statistical reports.

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

Knowledge of the state purchasing laws, rules and regulations.

Knowledge of purchase requisitions, bidding procedures, purchase orders, special authorizations and other methods to secure goods and services.

Knowledge of inventory control procedures. Knowledge of records retention and disposal.

Knowledge to establish and maintain a congenial working relationship with a variety of employees and general public.

Knowledge of basic clerical procedures.

Ability to review forms and merchandise accurately in order to determine that certain standards and specifications are met.

Ability to work with numbers and perform close detailed review of merchandise and documents. Ability to type accurately.

Ability to communicate effectively with others, both verbally and in writing. Ability to operate computer terminal and general office equipment.

Knowledge of State of WV procurement and payment web based applications.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION:**

Graduation from a standard high school.

### **EXPERIENCE:**

Four years of full-time or equivalent part-time experience in volume purchasing, property control. specification writing or product analysis, as a buyer or procurement officer. Engineering/construction background preferred.

### **SUBSTITUTION:**

Successful completion of college courses, coursework from an accredited four year college or university or accredited business school may be substituted for work experience.

### **SPECIAL REQUIREMENTS:**

- POSITION IS CONTINGENT UPON CONTINUED RECEIPT OF STATE DEPARTMENT OF ENVIRONMENTAL PROTECTION GRANT.
- This position falls under the West Virginia Public Employees Retirement System {PERS}.
- Must be able to obtain and maintain a security clearance.
- 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.
- **Employment requires a pre-employment drug screen.**

Murray E. Holt II

Director, West Virginia Military Authority