

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

**Announcement Number: ML250505**

**OPENING DATE:** 14 May 2025

**CLOSING DATE:** 28 May 2025

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**LOCATION:** JFHQ- Charleston Armory Complex, 1707 Coonskin Drive, Charleston, WV 25311

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

**Functional Title:** CFMO Procurement Specialist

**STARTING SALARY RANGE:** \$ 46,854 - \$ 70,808 per annum

**HOW TO APPLY: 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, 1703 Coonskin Drive, Charleston, WV 25311-1085 or email to [ng.wv.wvarng.list.ma-hro@army.mil](mailto:ng.wv.wvarng.list.ma-hro@army.mil).

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

**GENERAL DESCRIPTION OF WORK:** Under general supervision, performs technical and administrative work assisting with the procurement functions in the Construction and Facilities Management Office (CFMO). The employee in this job serves as a procurement assistant to WVMA Procurement Officer in support of the agency procurement program which is designed to supply large quantities of specialized goods and services used in the construction, maintenance and repair of the buildings, grounds, equipment and facilities of the WV National Guard . The employee assists in the strategic sourcing for goods and services, quality assurance and associated procurement activities. Work involves the application of policies and practices consistent with state purchasing regulations and National Guard Bureau requirements; tracking and documenting procurement activities, supporting procurement negotiations; monitoring procurement levels. Work is performed under general administrative supervision and is reviewed through observation of program results and overall compliance with established purchasing regulations. Occasional in-state travel may be required. Performs related work as assigned.

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

**CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICALS, AGE, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.**

#### **Examples of Work**

Reviews purchase requisitions and determines if required merchandise is contracted or if manufacturer bids must be solicited; collects bids, if required, and screens to determine the most cost efficient items 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, memoranda and reports.

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

Records order and requisition number and delivery data in ledger and retains records 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 of WV procurement laws, rules and regulations.

Knowledge of purchase requisitions, purchase orders, special authorizations, state contractors and vendors and other methods to secure goods and services.

Knowledge of inventory control procedures.

Ability to obtain competitive bids under the state Local Purchase Authority guidelines.

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 write professional level correspondence and effectively communicate orally.

Ability to operate computer terminal, software products, and general office equipment such as copy and facsimile machines.

Ability to lift 50 lbs. in performance of duty.

#### **MINIMUM QUALIFICATION**

High school diploma or equivalent.

**EXPERIENCE:** Three (3) 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:**

Successfully 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:**

1. POSITION IS CONTINGENT UPON RECEIPT OF CONTINUED DEPARTMENT OF DEFENSE FUNDING.
2. THIS POSITION FALLS UNDER THE WEST VIRGINIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (PERS).
3. MUST BE ABLE PASS A TEIR 1 FEDERAL BACKGROUND CHECK.
4. THIS POSITION MUST POSSESS A VALID DRIVER'S LICENSE
5. 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.
6. STATE POSITIONS ANNOUNCED BY THE ADJUTANT GENERAL ARE **AT-WILL EMPLOYMENT POSITIONS**. THE TERM AT-WILL EMPLOYMENT MEANS THAT THE EMPLOYEE MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

Murray "Gene" Holt II

Director, West Virginia Military Authority