

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML251109**

OPENING DATE: 19 November 2025

CLOSING DATE: 29 November 2025

LOCATION: Camp Dawson, 1001 Army Road, Kingwood, WV 26537

JOB TITLE: MA Administrative Operations Clerk

FUNCTIONAL TITLE: Distributed Learning Site Administrator

SALARY RANGE: \$44,990-\$46,508

Note: Position carries a six months probationary period.

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. WVMA HR, 1703 Coonskin Drive, Charleston, WV 25311 or email to ng.wv.wvarng.list.ma-hro@army.mil or fax 304-561-6321 **Applications must be received by closing date.**

Applications may be obtained from the West Virginia Military Authority web site:

<https://militaryauthority.wv.gov/Forms/Pages/default.aspx>

NATURE AND SCOPE OF WORK

Under the general supervision of the State Distributed Learning Program Administrator and Assistant State Distributed Learning Program Administrator, performs skilled, professional, site administrative duties of Distributed Learning Program (DLP). Under general supervision, the Site Administrator is responsible for maintaining the Distributed Learning Classroom's (DLC) professional appearance (daily cleaning and maintenance tasks), ensuring operational readiness (routine testing and reporting of equipment failures), providing customer service, to include basic computer assistance, and collecting and submitting usage data.

EXAMPLES OF WORK

1. Develops and implements DLP classroom SOP's within regulatory / statutory guidelines.
2. Conducts inventory and record management (room and individual hand receipts) of DL classroom equipment, supplies, and vehicles.
3. Coordinates and completes equipment turn-in requirements with guidance from DL leadership.
4. Assist with the in-processing and out-processing of training organizations.
5. Prepares reports and participate in conferences and meetings.

DUTIES AND RESPONSIBILITIES

1. Liaison between DL and CD Operations and other military/civilian organizations.
2. Assist in conducting inventory of DL equipment and supplies.
3. Perform cleaning and maintenance of DL classroom.
4. Maintain all department records and data IAW WVARNG, WVMA, and NGB requirements.
5. Maintain accurate, up-to-date, and required documentation/ data using databases.

6. Prepares reports reflecting the operational status of the program.
7. Evaluates the logistical procedures of the department for efficiency and effectiveness.
8. Maintain program accountability for real property, i.e.: equipment, vehicles, supplies, etc.
9. Coordinate facilities maintenance for safety, security, and repair measures.
10. Must be physically capable of participating in DLP requirements including, but not limited to: operating government vehicles, extended work days, and lifting up to 25 lbs of materials or equipment.
11. Must have a valid driver's license, pass a criminal background check and pass drug screenings.
12. Must be able to travel to alternate locations throughout the state and attend off-site training per DL leadership requirements.

KNOWLEDGE, SKILL, AND ABILITY

1. Knowledge of the DL program, department and related activities.
2. Knowledge of federal, state, and local government relationships related to the DL Program.
3. Knowledge of state government organizations, programs and functions.
4. Knowledge of Army/National Guard organization, systems, rank structure, and operations.
5. Skill set in Adobe and Microsoft Office package – Word, Excel, and PowerPoint.
6. Skills and experience with RFMSS
7. Skill set in military operations, bookkeeping, and scheduling.
8. Skill to maintain records, prepare reports and correspondence related to work.
9. Skill to communicate with others, both in writing and orally (one-to-one and to groups).
10. Ability to work independently and with team members.
11. Ability to evaluate operational situations, and analyze data and facts in preparation for administrative and policy recommendations to the DL Training Administrator.
12. Ability to establish and maintain effective working relationships with co-workers, military points of contact, other government officials, employees, and the public.

TRAINING AND EXPERIENCE

High school diploma or equivalent

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. 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. State positions announced by the Adjutant General are at-will employment positions. The term at-will means that the employee may be terminated at anytime without cause.
5. Must have a valid driver's license.

Murray "Gene" Holt, II
Director, West Virginia Military Authority