

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

**CIVILIAN JOB POSTING
ANNOUNCEMENT NUMBER: ML260723**

OPENING DATE: July 24, 2026

CLOSING DATE: August 7, 2026

LOCATION: Camp Dawson Training Site – 1001 Army Road, Kingwood, WV 26537

WV TITLE: MA Administrative Operations Manager 1

Working Title: CFMO Procurement Analyst

SALARY RANGE: \$ 42,738.00 - \$ 65,024.00

How to Apply: Anyone interested in applying for this position must submit a **completed WV Military Authority Application for Employment and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085. You may email to ng.wv.wvarng.list.ma-hro@army.mil. Applications must be received by close date.

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

GENERAL DESCRIPTION OF WORK

Under general supervision, this position performs technical and administrative work to facilitate the procurement functions for the Construction and Facilities Management Office (CFMO) Training Site Branch (TSB) at the Camp Dawson garrison, LOCATED IN KINGWOOD WV 26537. We are seeking a motivated, and detail-oriented individual who is eager to build a career in public procurement. The successful candidate will be trained to serve as a Procurement Analyst, operating in a fast-paced environment where the procurement of contracts, services, and goods is highly time-sensitive and driven by strict State and Federal Fiscal Year deadlines.

This role is critical in ensuring all procurement activities are administratively compliant with state regulations before submission to the West Virginia State Purchasing Division. The employee will work closely with CFMO personnel at Camp Dawson and the CFMO Headquarters, located at 1707 Coonskin Drive, Charleston, WV 25311. A key aspect of this position is building and maintaining strong, collaborative relationships with all stakeholders both internal with the West Virginia National Guard, and external stakeholders such as West Virginia Purchasing Division, West Virginia State Auditors Office, and other Federal, State, and Local agencies and departments.

While direct experience in state procurement is not required, a strong willingness to learn and an ability to meet tight deadlines are essential. The selected candidate will be provided with comprehensive, on-the-job training. Work is performed under general administrative supervision and is reviewed for compliance and overall effectiveness.

EXAMPLES OF WORK

- Acts as the primary liaison between CFMO Training Site Branch, and the CFMO Procurement Chief to ensure a smooth and efficient procurement process. Verifies purchase orders for accuracy and completeness before submission and distribution.
- Fosters and maintains a positive and professional working relationship with internal teams, CFMO staff, and appropriate state purchasing officials and maintains open and consistent communication with the staff for whom purchases and contracts are being processed, providing status updates and guidance as needed.
- Processes procurement requisitions and specifications for commodities, services, and design and construction service contracts through the West Virginia State Purchasing Division.
- Reviews and verifies purchase requisitions, contract proposals, and change order requests prepared by various sections of CFMO Training Site Branch for accuracy, completeness, clarity, and compliance with state purchasing regulations.
- Tracks and documents all procurement activities, records order and requisition numbers, and maintains comprehensive records for verification and auditing purposes.
- Assists in monitoring post award contract management to ensure contractual agreements are met and comply with all applicable policies and aids in preparing technical or statistical reports related to procurement activities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong aptitude and willingness to learn and apply West Virginia procurement laws, rules, and regulations.
- Ability to work effectively in a fast-paced, deadline-driven environment tied to fiscal year cycles.
- Ability to review complex procurement documents and forms accurately with a high level of attention to detail to ensure administrative completeness.
- Strong interpersonal and communication skills, with the ability to effectively communicate orally and in writing at a professional level.
- Ability to build and maintain effective working relationships with a variety of employees, agency officials, and the public.
- Proficiency in operating computer terminals and software products (e.g., Microsoft Office Suite).
- Excellent organizational and time-management skills.

MINIMUM QUALIFICATIONS

Education: A minimum of Associate's degree from an accredited college or university in any field is required.

Substitution: May substitute for the college degree if the candidate has at least two (2) years of full-time clerical, administrative, or technical experience where computer systems were the primary tool used.

Experience: Zero (0) years of experience required if the candidate holds a college degree. Two (2) years of full-time experience, for candidates with High School Diploma as their highest level of education.

Practical Testing Required: Regardless of education or experience, all candidates selected for an interview will be required to successfully pass a practical computer proficiency and navigation test during the interview process to demonstrate their comfort level with complex software systems.

Training Requirements: The selected candidate will be required to successfully take and pass both online and in-person West Virginia Procurement courses, such as (but not limited to) wvOASIS Procurement, Construction Purchases, Contracting Basics, and Alternative Purchasing Methods, and any other training deemed necessary by the CFMO, Training Site Branch Chief, or the Procurement Chief. Paid regular travel will be required initially to attend training sessions, and on the job training from West Virginia National Guard Procurement Chief or his/her designee. Once initial training is complete, occasional paid travel for procurement activities and continuous training will be a regular part of the job requirements.

Special Requirement:

- Position is contingent upon continued receipt of Department of War funding.
- This position falls under the West Virginia Consolidated Public Retirement System.
- Position may require a secret security clearance. Applicants must be able to obtain and maintain a secret security clearance during any point of their employment.
- 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.
- A valid driver's license is required.
- 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.

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