

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

**POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML260912**

OPENING DATE: 12 September 2026 CLOSING DATE: 25 September 2026

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

JOB TITLE: MA Administrative Operations Assistant 2

FUNCTIONAL TITLE: Procurement Specialist

SALARY RANGE: \$38,238 - \$57,452

How to Apply: Anyone interested in applying for this position must submit a completed WV Military Authority Application and resume to: West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311 or you may email to ng.wv.wvarng.list.ma-hro@army.mil

Applications may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085 or
<https://militaryauthority.wv.gov/Resources/Pages/Job-Postings.aspx>

NATURE AND SCOPE OF WORK

Under the general supervision of the Construction and Facilities Management Office (CFMO) Training Site Branch (TSB) Maintenance Supervisor, this position performs advanced administrative, operational, and fiscal support functions for the Camp Dawson Maintenance Division. The primary focus is the procurement of parts, materials, equipment, and contracted services vital to sustaining uninterrupted installation and facility maintenance operations.

The incumbent is responsible for the full lifecycle of procurement activities, including sourcing supplies, managing and reconciling Purchasing Card (P-Card) transactions, and processing vendor invoices in compliance with State and Agency purchasing guidelines. Work involves the routine use of wvOASIS for financial and procurement transactions, as well as reconciling purchases with The facility Work Order System to track maintenance requirements, cross-reference parts requests with active work tickets, and verify job completion for billing.

EXAMPLES OF WORK

- Serves as the primary Purchasing Card (P-Card) holder/custodian for the unit, ensuring all purchases comply with state spending thresholds and documentation requirements.
Reconciles monthly P-Card statements, matches itemized receipts and packing slips, and resolves billing discrepancies with vendors.
- Coordinates, prepares, and places orders for maintenance parts, tools, building materials, and equipment from commercial vendors in accordance with state purchasing rules.
- Tracks inventory and places orders for office supplies, and other consumables needed for day to day operations.
- Research vendors, compares pricing, and verifies specifications for specialty maintenance and trade supplies.
- Tracks order status, delivery timelines, and expedites urgent or mission-critical material requests.
- Utilizes wvOASIS to enter, manage, and process purchasing documents, delivery orders, and vendor invoices for timely payment.
- Coordinates with supervisor on the Facility Work Order System (PRIDE) to cross-reference parts and material purchases directly with active maintenance job tickets.
- Receives incoming shipments, inspects goods against purchase orders, and coordinates handovers to maintenance trades specialists.
- Communicates directly with suppliers regarding backorders, returns, warranties, and damaged goods.
Maintains comprehensive physical and digital files for all purchase orders, receiving reports, contracts, and fiscal audits.
- Generates periodic reports on spending trends, open purchase orders, and work order material costs.
- Performs related administrative duties as assigned to support overall installation readiness and facility operations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of State Procurement & Purchasing Policies: Understanding of State of West Virginia purchasing rules, P-Card policies, thresholds, and invoice processing procedures.
- Knowledge of Enterprise Systems: Familiarity with the wvOASIS enterprise resource planning platform (procurement, financial, and accounting modules).
- Knowledge of Maintenance/Trade Terminology: Basic understanding of tools, building materials, mechanical/electrical parts, and trades terminology sufficient to verify orders and communicate with vendors and technicians.
- Knowledge of Office Administration: Standard office practices, document management, record retention, and budget tracking methods.
- System & Software Proficiency: Skill in utilizing enterprise databases (wvOASIS), spreadsheets (Excel), word processing (Word), email management (Outlook), software.
- Fiscal Reconciliation: Skill in reconciling credit card statements, matching purchase orders, delivery receipts, and invoices, and identifying billing discrepancies.

MINIMUM QUALIFICATIONS

Education: A minimum of High School Diploma or equivalent

Experience: Four (4) years of full-time or equivalent part-time paid administrative, fiscal, or clerical experience.

Substitution: College coursework or business school training from an accredited college, university, or Technical School may substitute for the required experience on a year-for-year basis (e.g., an Associate degree in Business, Accounting, or related field + 2 years experience, or a Bachelor's degree).

SPECIAL REQUIREMENTS:

- Position is contingent upon receipt of continued Department of War funding.
- This position falls under the West Virginia Public Employees Retirement System (PERS).
- 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.
- State positions announced by the Adjutant General are at-will employment positions. The term at-will means that the employee may be terminated at any time without cause.

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