STATE OF WEST VIRGINIA
WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML261011

OPEN DATE: October 13, 2026 CLOSE DATE: October 30, 20226

LOCATION: West Virginia Military Authority, 1703 Coonskin Dr. Charleston, WV 25311

JOB TITLE: MA Administrative/Operations Manager 1

Working Title: Administrative Services Records Manager

SALARY RANGE: $ $42,738- $65,024

How to Apply: Anyone interested in applying for this position must submit a completed WV Military Authority Application and resume to: WV Military Authority, 1703 Coonskin Drive, Charleston, West Virginia 25311-5000 or 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 http://www.wv.ngb.army.mil/jobs/forms/default.html.

DUTIES AND RESPONSIBILITES

Under administrative direction, manages the Administrative Services Records section providing administrative and support services (i.e., Privacy Act and FOIA requests, printing, publications, official photography, records management, and digitization, etc.) in support of the West Virginia National Guard (WVNG). Includes the supervision of clerical employees. The scope of responsibility includes planning the section's operations and procedures; directing the work of employees; training and developing employees; evaluating unit operations and procedures for efficiency and effectiveness; assisting in the development of the budget for personnel services, supplies, and equipment; preparing reports reflecting the operational status of the section; compiling a variety of data related to the operation of the section; interpreting statutes, regulations and policies. Interacts with all ranks of the military, state and federal employees, and civilians regularly. Develops and implements standard operating procedures for the section. Adheres to all applicable rules, regulations, and laws.

- Creates and manages Official Records Libraries stored on-site or digitally.
- Supervises and assists with external and internal agency personnel and medical records requests.
- Assists in the management of the Army's Publications Program for the WVARNG.
- Assists with preparing and processing printing requests using the AESMP system.
- Assists in the review, scanning, and storing of personnel and medical records of WVNG active and former members.

- Responsible for training and developing WVARNG Unit and Directorate Records Coordinators.
- Liaises with Funeral Homes, the Department of Veterans Affairs, West Virginia Department of Veterans Assistance, family members, and other entities to fulfill records requests.
- Performs other duties as assigned by the Administrative Services Supervisor.

KNOWLEDGE, SKILL, AND ABILITY

Knowledge of the principles and techniques of management, including organization, planning, staffing, training, budgeting, and reporting.
Knowledge of the organization and programs of the West Virginia National Guard.
Skill in Microsoft 365. Demonstrated daily use of Word, Excel, Outlook, PowerPoint, Teams, and SharePoint.
Skill in proofreading documents, attention to detail and reconciling data accurately.
Ability to supervise others.
Ability to plan, direct, and coordinate the program and administrative activities of the unit.
Ability to evaluate operational situations, analyze data and facts in preparation for administrative and procedural decisions.
Ability to analyze operational or customer service issues and devise appropriate solutions.
Ability to establish and maintain effective working and customer service relationships with Service members of all ranks, other government officials, employees, and the public.

MINIMUM QUALIFICATIONS

- **TRAINING:** Graduation from a standard high school or equivalent.
- **EXPERIENCE:** Two years of full-time or equivalent part-time paid employment in clerical and administrative support work and two years supervising employees.
- **SUBSTITUTION:** College hours, related business school or vocational training may be substituted for the required experience through an established formula.

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 EMPLOYMENT MEANS THAT THE EMPLOYEE MAY BE TERMINATED AT any TIME WITHOUT CAUSE.

Murray “Gene” Holt IIDirector,
West Virginia Military Authority