

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

WITHIN AGENCY O&M AGREEMENT POSITION VACANCY ANNOUNCEMENT
Announcement Number: ML160605

OPENING DATE: June 29, 2016

CLOSING DATE: July 14 2016

LOCATION: West Virginia Military Authority, Base Civil Engineer Squadron, 130th Airlift Wing, West Virginia Air National Guard, 1679 Coonskin Drive, Charleston WV 25311-5005

JOB TITLE: MA Procurement Specialist
(Hiring for this position will depend on the availability of resources)

STARTING SALARY RANGE: \$ 35,184 - \$ 51,948 per annum

GENERAL DESCRIPTION OF WORK: The individual is responsible for purchasing, inventory and records management activities. The individual manages a stockroom and storage yard for tools and parts used in trades operations. The individual ensures tools, supplies, and equipment are maintained in good condition; determines stock replenishment levels, procures, receives and issues supplies, tools, and equipment; and maintains accountability.

MAJOR DUTIES AND QUALIFICATION REQUIREMENTS: The position description is attached.

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: Applications, 1703 Coonskin Drive, Charleston, WV 25311 on or before the closing date noted above. Applications may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311 or at <http://www.wv.ngb.army.mil/jobs/staffing/Vacancy%20Announcements/MA.html>

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

POSTING: This announcement will be posted on all bulletin boards for the duration of the announcement period. Additional copies of this announcement and the position description may be obtained at Base Civil Engineering.

NATURE AND SCOPE OF WORK: Under general supervision, performs work at the full-performance level by overseeing a service unit within a state agency, which is responsible for providing purchasing, inventory and records management activities. Obtains both goods and/or services in adherence to fluctuating state purchasing regulations. Contracts are extensive and include those both internal and external to state government. Uses discretion and independent

judgment to select cost-effective goods/services within prescribed parameters. Performs related work as required.

EXAMPLES OF WORK

Reviews purchase requisitions and determine if required merchandise is contracted or if manufacturer bids must be solicited; collects bids, if required, and screens to determine most cost efficient 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 in order to accurately complete the purchase order.

Records order and requisition number and delivery data in ledger and retains 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. Supervises clerical and other staff positions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the state purchasing laws, rules and regulations.

Knowledge of purchase requisitions, bidding procedures, purchase orders, special authorizations and other methods to secure goods and services.

Knowledge of inventory control procedures. 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 communicate effectively with others, both verbally and in writing. Ability to operate computer terminal and general office equipment.

MINIMUM QUALIFICATION

Graduation from a standard high school.

EXPERIENCE:

Four 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 functioning in a supervisory or lead worker capacity. 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 REQUIRMENTS:

- Position is contingent upon receipt of continued Department of Defense funding.
- This position falls under the West Virginia Public Employees Retirement System {PERS}.
- Must be able to obtain and maintain a security clearance.
- **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 ORGAIZATION.**
- The individual filling this position is an "at will" employee. The Office of the Military Authority and/or the employee has the right to terminate this employment at any time, with or without cause and with or without notice.

JAMES A. HOYER
Major General, WVARNG
The Adjutant General