



West Virginia Procurement Specialist

SALARY	\$57,500.00 - \$66,000.00 Annually	LOCATION	Kanawha County, WV
	Full-Time Permanent		
JOB TYPE	DHS - Division of Emergency	JOB NUMBER	EMD2500012
DEPARTMENT	Management	OPENING DATE	02/06/2025
SING DATE		LOCATION OF VACANCY	KANAWHA

Nature of Work

Position 0606P00043
Kanawha County
1 Vacancy
Posting EMD2500012

***** Exempt Position *****

The purpose of the Procurement Specialist is to execute full-performance level purchasing of a variety of goods and services for the Emergency Management Division. Under general supervision, writes reviews , publishes, evaluates and awards bids for goods and services within an assigned timeframe. Monitors and maintains awarded contract during the term of the contract. Assures the Emergency Management Division and vendor are in compliance with terms and conditions of the contract. Implements and maintains contract tracking system. Under general supervision, implements and writes changes to contract of renewal. price adjustments, or changes to other terms and conditions. Assists with sourcing purchases for the Emergency Management Division through market research and determining best method of procurement. Assists in determining most cost effective and feasible types of goods and services to reduce/or maintain expenses. Coordinates delivery of goods and services for the Emergency Management Division. Prior to publishing, writes specifications for requests for quotations, requests for proposal, expression of interest, direct award, etc.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited college or university.

OR

Substitution: Full-time or equivalent part-time paid experience as described below may substitute for the required training at the rate of one (1) year of experience for 30 credit hours of education.

AND

Experience: Two (2) years of full-time or equivalent part-time paid experience in a broad range of purchasing of

commodities or services in a centralized purchasing function for use in the operation of a private industry or governmental unit. Purchasing experience must be for direct use of the industry or governmental unit, not for retail sales.

OR

Substitution: A Master's degree from a regionally accredited college or university may substitute for the required experience at a rate of one (1) year of experience for 15 semester hours of education not to exceed two (2) years.

Promotional Only: One (1) year of full-time or equivalent part-time paid experience as a Procurement Associate or the equivalent.

Other Information

PG: 13 \$57,500 - \$66,000

Applications **MUST** be submitted directly to the contact(s) listed below by email or standard U.S. mail.

Mail applications to: Melanie Thomas

1700 MacCorkle Ave. SE, 6th Floor

Charleston, WV 25314

Or email to: melanie.k.thomas@wv.gov

Please include posting number **EMD2500012** on application.

Please note: Applications of covered state employees submitted to the Division of Personnel are not forwarded to the Division of Emergency Management.

Employer

West Virginia

Address

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, West Virginia, 25305

Phone

(304) 558-3950

Website

<http://www.personnel.wv.gov>