



West Virginia Procurement Associate

SALARY	\$36,000 - \$45,000 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	EMD2500020
DEPARTMENT	DHS - Division of Emergency Management	OPENING DATE	05/14/2025
		LOCATION OF VACANCY	KANAWHA

Nature of Work

Kanawha County
Posting EMD2500020
Position 0606PE0640
Vacancies 1

****Exempt****

Using a State Credit Card and direct billing, purchases supplies needed for repair and maintenance of the Statewide Flood Warning System and State Interoperable Radio Network (SIRN). Communicates with the Flood Warning and SIRN Technicians using the Statewide Interoperable Radio System and cell phones as they travel throughout the State. For safety reasons monitor the locations of the Flood Warning Service vehicles as they travel throughout the State. Reviews and approves travel, and expense forms through the State's OASIS system. Reviews and approves requested money for travel. Coordinate delivery of flood recovery supplies with the West Virginia National Guard, other State Agencies, and Federal Agencies during emergencies. Using computer software, analyze reports from sites as the Flood Warning Technicians work throughout the State.

Minimum Qualifications

Training: High school diploma or the equivalent.

AND

Experience: Four (4) years of full-time or equivalent part-time paid clerical experience which included purchasing supplies and maintaining inventory.

OR

Substitution: Bachelor's degree from a regionally accredited college or university may substitute for the required

experience.

Promotional Only: Three (3) years of full-time or part-time paid experience as an Inventory Control Associate or the equivalent.

Other Information

PG: 9 \$36,000 - \$45,000

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 **EMD2500020** 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>