

**WEST VIRGINIA**

Division of Personnel
 1900 Kanawha Blvd. East, Building 3 Suite 500
 Charleston, WV 25305

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

**invites applications for the position of:
 Procurement Specialist**

An Equal Opportunity Employer

SALARY: \$40,000.00 - \$50,000.00 Annually
DEPARTMENT: DHS - Division of Emergency Management
OPENING DATE: 04/25/22
NATURE OF WORK:

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.

0606P00043
 Kanawha County

EXAMPLES OF WORK:

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:

Email applications to Melanie Thomas at Melanie.K.Thomas@wv.gov or
Mail to Melanie Thomas at
WV Emergency Management Division
2403 Fairlawn Avenue
Dunbar, WV 25064

Please include posting number **EMD2200010** on application.

Please note: Applications of covered state employees mailed to DOP or completed via DOP's online method, are not forwarded.