



West Virginia Procurement Associate

SALARY	\$36,000 - \$41,000 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	EMD2600001
	DHS - Division of Emergency	OPENING DATE	08/15/2025
DEPARTMENT	Management	LOCATION OF VACANCY	KANAWHA

Nature of Work

Kanawha County

Posting EMD2600001

Position 0606PE0640

Vacancies 1

EXEMPT

Under general supervision, the Procurement Associate performs a role in supporting critical infrastructure and emergency response systems across the state. This position is responsible for procuring supplies and coordinating logistics for the Statewide Flood Warning System and the State Interoperable Radio Network (SIRN), and other sections of the agency. The associate will work closely with field technicians on managing the need for supplies and equipment, assist in the timely and compliant processing of travel and procurement requests, and in the reconciliation of purchases and receipt of items ordered.

Key Responsibilities:

- Procure repair and maintenance supplies for the Statewide Flood Warning System and SIRN using a State-issued credit card and direct billing processes.
- Communicate regularly with Flood Warning and SIRN Technicians to coordinate supply needs and travel activities.
- Review and approve employee travel authorizations and expense reimbursements in the State's OASIS system.
- Review and process travel advance requests in accordance with state policy.
- Coordinate the delivery of supplies and equipment in collaboration with other state agencies, and federal partners during declared emergencies.
- Use computer software tools to analyze technical reports and field data.
- Serves as a point of contact for vendors to confirm shipping dates and destinations.
- Assists in entering assets and/or inventory items into the designated asset and/or inventory software.
- Perform other related duties as assigned to ensure program support and compliance.

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 - \$41,000

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 **EMD2600001** 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>