

DATE: NOVEMBER 23, 2021  
EMD2200003  
PAGE: 1

PROCUREMENT ASSOC  
EXEMPT POSITION VACANCIES 001

LOCATION: DEPT OF HOMELAND SECURITY  
EMERGENCY MANAGEMENT DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: USING A STATEWIDE 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.  
0606PE0640

REQUIREMENTS: 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.

SALARY: PAY GRADE 009 \$23,939.04 - \$44,286.96

DATE: NOVEMBER 23, 2021  
EMD2200003  
PAGE: 2

DEADLINE: DECEMBER 02, 2021

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
MELANIE THOMAS  
WV EMERGENCY MANAGEMENT DIVISION  
2403 FAIRLAWN AVENUE  
DUNBAR, WV 25064

PLEASE INCLUDE POSTING NUMBER EMD2200003 ON APPLICATION