



West Virginia Administrative Services Assistant 2

SALARY	\$45,000 - \$55,000 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	EMD2700007
DEPARTMENT	DHS - Division of Emergency Management	OPENING DATE	10/19/2026
CIVIL SERVICE TYPE:	Classified-Exempt - This Position is Not Covered Under the DOP Merit System	LOCATION OF VACANCY	KANAWHA

Nature of Work

This job opportunity is not in the classified service and is not covered by the West Virginia Division of Personnel merit system.

This position will be responsible for Fixed Asset Management which includes adding inventory, removing/retiring inventory, and editing current inventory in WV Oasis. The employee will also be responsible for the management of all fleet vehicles, this includes the maintenance/service and agency scheduling, tracking and monitoring all vehicles via ARI, submitting monthly and yearly mileage reports to WV State Fleet, tracking mileage for all pool vehicles for reimbursement from programs, and training and updating staff on state policy regarding the usage of agency vehicles. Other duties include non-fixed asset management such as office supplies and items used in disaster recovery. They will also be responsible for the supervision of three warehouse employees.

Posting: EMD2700007

Position: 0606PE0596

Vacancy 1

Kanawha County

Minimum Qualifications

Training: Graduation from an accredited college or university. Preference may be given to candidates with a major in the area of public or business administration, accounting, industrial relations, communications or related field.

Substitution: Additional qualifying experience as described below may be substituted on a year-for year basis for the required training.

Experience: Two years of full-time or equivalent part-time paid employment in a technical or professional position providing administrative services such as accounting, budgeting, project monitoring and reporting, personnel, or procurement and property.

Substitution: Successful completion of graduate study in an accredited college or university in one of the above fields may be substituted for the required experience on a year for year basis.

AREAS OF ASSIGNMENT:

Accounting, Auditing
Budget and Budget Planning
Communication
Data Processing
General Supervisory
Insurance and Retirement
Personnel Administration
Printing
Public Transportation
Purchasing
Skilled and Unskilled Labor, Trades
Training

Other Information

PG: 11 \$45,000 - \$55,000

PSC salary exemption per West Virginia Code §24-1-1

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

Mail applications to: **Melanie Thomas**

WV Emergency Management Division
Building 2000 Box 1P
2001 Union Carbide Drive
South Charleston, WV 25303
Or email to: melanie.k.thomas@wv.gov

Please include posting number **EMD2700007** 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://personnel.wv.gov>