

DATE: MARCH 24, 2014

INS140029

PAGE: 1

ADMINISTRATIVE SERVICES ASSISTANT II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
HUMAN RESOURCES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER ADMINISTRATIVE DIRECTION MANAGING AN ORGANIZATIONAL UNIT PROVIDING ADMINISTRATIVE AND SUPPORT SERVICES FOR THREE LOCAL OFFICES AND SEVEN FIELD OFFICES. PROVIDES MANAGEMENT AND SUPERVISION OF COMPLEX ADMINISTRATIVE AND TECHNICAL WORK THAT IS CARRIED OUT BY EIGHT STAFF MEMBERS. MANAGEMENT OF THE FOLLOWING ADMINISTRATIVE FUNCTIONS: PURCHASING, FACILITIES MANAGEMENT, MAINTENANCE, FIXED ASSETS, SURPLUS/ INVENTORY CONTROL, AND MAIL ROOM OPERATIONS. MANAGES DAILY OPERATIONS OF THE STAFF. RESPONSIBLE FOR DEVELOPMENT AND IMPLEMENTATION OF INTERNAL POLICIES AND PROCEDURES AS SET FORTH BY THE STATE PURCHASING DIVISION, SURPLUS MANAGEMENT AND REGULATORY AND STATUTORY GUIDELINES. DEVELOPS AND APPROVES FORMS AND SCHEDULES TO ENSURE EFFICIENT AND EFFECTIVE OPERATIONS. MAKES COST SAVING RECOMMENDATIONS TO THE COMMISSIONER. DETERMINES THE NEED FOR EMPLOYEE DEVELOPMENT AND RECOMMENDS APPROPRIATE TRAINING. MAKES PERSONNEL DECISIONS REGARDING STAFF. PREPARES EMPLOYEE PERFORMANCE EVALUATIONS, MONITORS AND APPROVES LEAVE USAGE. RESPONSIBLE FOR COMPLEX HIGH-DOLLAR AGENCY CONTRACTS INCLUDING THE PREPARATION AND NEGOTIATION WITH VENDORS. INTERPRETS STATUTES, REGULATIONS AND POLICIES TO STAFF, OTHER MANAGERS, AND VENDORS. MAY TESTIFY IN COURT PROCEEDINGS RELATED TO PROCUREMENT CHALLENGES. COMPILES DATA AND PREPARES REPORTS RELATED TO THE OPERATIONS OF THE UNIT. PREFERENCE WILL BE GIVEN TO CANDIDATES WITH STATE PURCHASING AND SUPERVISORY EXPERIENCE AND WITH A WEST VIRGINIA PROCUREMENT: BASIC CERTIFICATION.

DATE: MARCH 24, 2014
INS140029
PAGE: 2

REQUIREMENTS: 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.

SALARY: PAY GRADE 011 \$24,912.00 - \$46,092.00

DEADLINE: APRIL 04, 2014

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KATHRYN MULLINS
INSURANCE COMMISSION
1124 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER INS140029 ON APPLICATION