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PROCUREMENT OFFICER  
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 GENERAL SUPERVISION THIS POSITION WILL TRAIN AND LEAD THE PURCHASING ASSISTANTS WITHIN THE PROCUREMENT UNIT. MUST BE KNOWLEDGEABLE AND STAY ABREAST OF WV CODE, CODE OF STATE RULES AND LAWS THAT GOVERN THE AREA OF ASSIGNMENT. THIS POSITION WILL ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF OPERATION PROCEDURES, DIVISION POLICY, WORK PROCESSES AND REGULATORY REQUIREMENTS AS THEY RELATE TO PROCUREMENT. PROCURE SERVICES, SUPPLIES, FORMS, AND EQUIPMENT BASED ON THE "POLICIES AND PROCEDURES HANDBOOK" PUBLISHED BY THE DEPARTMENT OF ADMINISTRATION, PURCHASING DIVISION. ORGANIZE AND DISTRIBUTE WORK ASSIGNMENTS AND ENSURE PROPER PROCEDURES ARE FOLLOWED BY ASSIGNED STAFF MEMBERS. COMPLETE PERFORMANCE EVALUATIONS AND APPROVE LEAVE PREPARE AND/OR ASSIST IN PREPARING REQUEST FOR QUOTATIONS (RFQ), REQUEST FOR PROPOSALS (RFP) AND REQUEST FOR INTEREST (RFI) TO OBTAIN THE GOODS AND SERVICES NEEDED BY THE AGENCY. MEET WITH INDIVIDUALS ANTICIPATING USING RFP, RFI & RFQ PROCESSES AND EXPLAIN IN ADVANCE THE PROCESS AND TIMELINE. PROVIDE EXAMPLES AND INSTRUCTIONS. CREATE PURCHASE ORDERS USING MICROSOFT WORK, EXCEL ADOBE AND WVOASIS. WILL BE A LIAISON BETWEEN OIC AND THE PURCHASING DIVISION, THE AUDITOR'S OFFICE, SURPLUS PROPERTY, TRAVEL MANAGEMENT OFFICE AND OTHER STATE AGENCIES. EXPECTED TO ADHERE AND FULLY ABIDE BY ALL AGENCY POLICIES AND PROCEDURES. WORK AS A PART OF A TEAM TO ACCOMPLISH THE VARIED TASKS OF THE DEPARTMENT. GENERATE REPORTS AS REQUESTED BY DIVISION DIRECTOR OR MANAGER. MAINTAIN HIGH STANDARD OF DISCRETION AND ETHICAL BEHAVIOR AS IT PERTAINS TO PURCHASES FOR THE AGENCY. MAINTAIN HIGH QUALITY OF CONFIDENTIALITY. MUST BE ABLE TO MAINTAIN GOOD WORKING

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RELATIONSHIPS WITH CUSTOMERS, VENDORS AND AGENCY PERSONNEL. SOME TRAVEL REQUIRED. REQUIRED TO ATTEND PROCUREMENT RELATED TRAINING. COMMUNICATE TO DIRECTOR AND MANAGER REGARDING PROBLEMS OR CONCERNS THAT ARISE. WEEKLY FOLLOW-UP AND DOCUMENTATION OF ISSUES, RETAIN DOCUMENTATION FOR FILE. KEEP MANAGEMENT AWARE OF UNRESOLVED ISSUES. MAY BE REQUIRED TO ASSIST IN OTHER AREAS OF ADMINISTRATIVE SUPPORT AS NEEDED. MAINTAIN AN INVENTORY SYSTEM, WHICH INCLUDES RECORDS RETENTION, SURPLUS PROPERTY AND DISPOSAL OF PROPERTY. PREFERENCE WILL BE GIVEN TO INDIVIDUALS (S) WHO HAVE HAD PROCUREMENT TRAINING IN THE WVOASIS ENTERPRISE SYSTEM.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN VOLUME PURCHASING, PROPERTY CONTROL, SPECIFICATION WRITING OR PRODUCT ANALYSIS, AS A BUYER OR PROCUREMENT OFFICER FUNCTIONING IN A SUPERVISORY OR LEAD WORKER CAPACITY.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF COLLEGE COURSES OR BUSINESS SCHOOL COURSES MAY BE SUBSTITUTED FOR THE EXPERIENCE ON A YEAR-FOR-YEAR BASIS.

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

DEADLINE: AUGUST 08, 2014

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

PLEASE INCLUDE POSTING NUMBER INS140043 ON APPLICATION