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INS150042

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ADMINISTRATIVE SERVICES MANAGER III
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 THE ADMINISTRATIVE DIRECTION, AT THE ADVANCED LEVEL, REPORTS DIRECTLY TO THE INSURANCE COMMISSIONER. RESPONSIBLE FOR MANAGING A COMPLEX AGENCY-WIDE ADMINISTRATIVE SUPPORT FUNCTION FOR OIC WHICH INCLUDES KNOWLEDGE OF POLICY, REGULATORY REQUIREMENTS OF ADMINISTRATIVE FUNCTIONS. RESPONSIBLE FOR THE OPERATIONS, DEVELOPMENT, AND ESTABLISHMENT OF INTERNAL POLICIES AND PROCEDURES FOR: HUMAN RESOURCES, ADMINISTRATIVE SERVICES, FACILITY MANAGEMENT, INVENTORY CONTROL, FLEET MANAGEMENT, SURPLUS PROPERTY, MAIL ROOM SERVICES, STAFF TRAINING AND DEVELOPMENT. ASSISTS IN THE DEVELOPMENT OF THE AGENCY BUDGET FOR PERSONNEL SERVICES, SUPPLIES, AND EQUIPMENT. COMPILES DATA AND PREPARES REPORTS RELATED TO THE VARIOUS ADMINISTRATIVE FUNCTIONS AS REQUIRED BY THE COMMISSIONER, INTERNAL AND EXTERNAL AUDITORS, AND OTHER CUSTOMERS AS DEEMED NECESSARY. REPRESENTS THE DIVISION OR DEPARTMENT IN GRIEVANCE HEARINGS AND SERVICES AND WITNESS IN THE GRIEVANCE PROCESS. MAKE DECISIONS IN UNUSUAL OR PRIORITY SITUATIONS AS RELATED TO THE ADMINISTRATIVE SUPPORT FUNCTIONS OF THE OIC. INTERPRET ADMINISTRATIVE SUPPORT RELATED STATUTES, REGULATIONS AND POLICIES TO STAFF, OTHER MANAGERS, AND THE PUBLIC. DETERMINES TRAINING NEEDS FOR ADMINISTRATIVE STAFF, PROVIDES NECESSARY TRAINING, OR SEEKS OUT TRAINING OPPORTUNITIES TO ENSURE THE DEVELOPMENT OF ADMINISTRATIVE STAFF. RECOMMENDS THE SELECTION AND ASSIGNMENT OF STAFF TO SUPERVISORS; CONDUCTS INTERVIEWS AND BACKGROUND EVALUATIONS FOR PERSPECTIVE EMPLOYEES. MAINTAINS A PROFESSIONAL WORKING RELATIONSHIP WITH OTHER GOVERNMENT OFFICIALS, EMPLOYEES, AND PUBLIC AS IT RELATES TO THE GOALS AND OPERATIONS OF THE UNIT

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AND THE OIC. PARTICIPATES IN MEETINGS AND
CONFERENCES RELATED TO THE FUNCTIONS OF THE
ADMINISTRATIVE SUPPORT UNIT. OCCASIONAL TRAVEL
IS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED COLLEGE
OR UNIVERSITY WITH A DEGREE IN THE AREA OF
ASSIGNMENT.

SUBSTITUTIONS: (1) EXPERIENCE AS DESCRIBED BELOW
MAY SUBSTITUTE FOR THE TRAINING REQUIREMENT ON A
YEAR-FOR-YEAR BASIS. (2) FOR POSITIONS IN THE
ACCOUNTING, AUDITING AREA OF ASSIGNMENT,
CERTIFICATION OR REGISTRATION AS A PUBLIC
ACCOUNTANT IN WEST VIRGINIA MAY BE SUBSTITUTED
FOR THE TRAINING AND TWO YEARS OF THE REQUIRED
EXPERIENCE.

EXPERIENCE: SIX YEARS OF FULL-TIME OR EQUIVALENT
PART-TIME PAID ADMINISTRATIVE OR SUPERVISORY
EXPERIENCE IN THE AREA OF ASSIGNMENT.

SPECIAL REQUIREMENTS: A VALID WEST VIRGINIA
DRIVER'S LICENSE MAY BE REQUIRED.

SALARY: PAY GRADE 020 \$41,736.00 - \$77,220.00

DEADLINE: APRIL 10, 2015

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

PLEASE INCLUDE POSTING NUMBER INS150042 ON APPLICATION