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REAL ESTATE SPECIALIST 1
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
ADMINISTRATIVE SERVICES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, PERFORMS ADMINISTRATIVE FUNCTIONS AND SUPPORT SERVICES RELATING TO FACILITIES MANAGEMENT. RESPONSIBLE FOR PROCUREMENT RELATED TO AREA OF ASSIGNMENT. SUPPORTS APPROXIMATELY 230 EMPLOYEES AT THE OFFICES OF THE INSURANCE COMMISSIONER (OIC). WORK IS VARIED AND INCLUDES CONTACTS WITH OTHER AGENCIES AS WELL AS THE PUBLIC.

RESPONSIBLE FOR EXECUTING THE DAILY ADMINISTRATION OF THE LEASE/CONTRACT DIVISION AND/OR PROPERTY OWNERS. WORK IS TECHNICAL IN NATURE AND REQUIRES HANDS ON APPROACH. MUST BE ABLE TO NEGOTIATE AND HAVE GOOD INTERPERSONAL SKILLS. WILL BE RESPONSIBLE FOR INTERACTIONS INVOLVING THE WV BOARD OF RISK WHO INSURES ALL WVOIC ASSETS INCLUDING SUBMITTAL OF BRIM RISK QUESTIONNAIRE FOR WVOIC FACILITIES. POSITION WILL BE RESPONSIBLE FOR ENSURING THAT VARIOUS FACILITIES ARE INSPECTED BY WVOIC STAFF ON A PERIODIC BASIS. WILL MAINTAIN THE OFFICIAL LEASING FILES FOR OIC FACILITIES. RESPONSIBLE FOR COORDINATION AND SUPERVISION OF THE AGENCY'S CONSTRUCTION/MOVE/RELOCATION PROJECTS INVOLVING OFFICE/ADMINISTRATIVE SPACE FOR ALL DIVISION PROGRAMS AS NEEDED AND IS RESPONSIBLE FOR ENSURING THAT ALL DIVISION PROGRAMS HAVE ADEQUATE SYSTEMS AND ADMINISTRATIVE SPACE NECESSARY TO REACH PROGRAMMATIC GOALS. INCLUDES WORKING WITH ARCHITECTS, CONTRACTORS, AND THE WV PURCHASING DIVISION. WILL BE RESPONSIBLE FOR DEVELOPING BUDGET ESTIMATES AND KEEPS UP-TO-DATE ON APPLICABLE FEDERAL STATUTES INCLUDING PREVAILING WAGE RATES. ACTS AS THE AGENCY'S FLEET COORDINATOR. ASSIST WITH SPECIAL PROJECT TRAINING. DEVELOPS REQUESTS FOR PROPOSALS AND/OR QUOTES IN AREA OF ASSIGNMENT. ASSIST

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SUPERVISOR WITH RELATED FUNCTIONS AS INSTRUCTED. MAY BE REQUIRED TO ASSIST IN MOVING FURNITURE. ASSIST WITH THE ANNUAL INVENTORY REVIEW AND SURPLUS PROPERTY PROJECTS. ASSISTS IN DETERMINING THE NEED FOR CHANGE IN PROCEDURES, GUIDELINES AND FORMATS; DEVISES SOLUTIONS TO BUILDING AND CONTRACTUAL ISSUES; MONITORS THE SUCCESS OF SOLUTIONS BY DEVISING QUANTITATIVE/QUALITATIVE MEASURES TO DOCUMENT THE IMPROVEMENT OF SERVICES. MUST BE ABLE TO LIFT 50 POUNDS WITHOUT ASSISTANCE. OTHER DUTIES AS ASSIGNED.
SPECIAL REQUIREMENTS: MUST HAVE PRIOR MAINTENANCE EXPERIENCE AND/OR BUILDING FOR FACILITIES MANAGEMENT EXPERIENCE.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY.
SUBSTITUTION: FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE AS STATED BELOW MAY SUBSTITUTE FOR THE REQUIRED TRAINING AT THE RATE OF ONE (1) YEAR OF EXPERIENCE FOR 30 SEMESTER HOURS OF COURSEWORK.
EXPERIENCE: THREE (3) YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE RELATED TO REAL ESTATE, LEASE, FACILITY OR CONTRACT MANAGEMENT, REAL PROPERTY APPRAISING, REAL PROPERTY ACQUISITION, RIGHT-OF-WAY WORK, OR OTHER RELATED FIELD.
SUBSTITUTION: SUCCESSFULLY COMPLETED GRADUATE LEVEL COURSEWORK FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY MAY SUBSTITUTE FOR THE REQUIRED EXPERIENCE AT THE RATE OF 15 SEMESTER HOURS FOR ONE (1) YEAR OF EXPERIENCE.

SALARY: PAY GRADE 014 \$31,146.00 - \$57,620.04

DEADLINE: JULY 02, 2020

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
DEBBIE PICKENS
900 PENNSYLVANIA AVENUE
CHARLESTON, WV 25302

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PLEASE INCLUDE POSTING NUMBER INS20023 ON APPLICATION