

**WEST VIRGINIA MILITARY AUTHORITY  
1703 COONSKIN DRIVE  
CHARLESTON, WV 25311-1085**

**CIVILIAN JOB POSTING  
ANNOUNCEMENT NUMBER: ML220716**

**OPENING DATE: 26 July 2022** **CLOSING DATE: 19 August 2022**

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**LOCATION: Mountaineer Challenge Academy North, Kingwood, WV**

**TITLE: MCA North Deputy Director**

**SALARY RANGE: \$44,304 - \$65,808**

**How to Apply:** Anyone interested in applying for this position must submit a **completed WV Military Authority Application for Employment and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085. You may email to <https://militaryauthority.wv.gov/Pages/default.aspx>. Applications must be received by close date.

Applications may be obtained from the West Virginia Military Authority web site: <http://www.wv.ng.mil/HRO/>

**NATURE AND SCOPE OF WORK**

Under the general supervision of the program Director, the Deputy Director assists the Director with program management and carries on program operations in the absence of the Director. The Deputy Director supervises professional, technical and administrative functions performed at the Academy. The Deputy's scope of responsibility includes planning the operations and procedures of the program directing the work of employees, evaluating operations, developing budget needs, researching new procedures and improvements, and interpreting statutes, regulations and policies. The general duty day for this position is Monday-Friday, with some evenings and weekends. Requires travel and is subject to on-call status. Performs related work and other duties as assigned.

**EXAMPLES OF WORK**

1. Participates as a member of Senior Staff to manage and operate all aspects of the program.
2. Develops and implements operating procedures within regulatory and statutory guidelines: State of WV, National Guard Youth Challenge Program and the MCA.
3. Recommends the selection and assignment of staff and conducts interviews and background evaluations for prospective employees. Plans and coordinates the WV State Plan with supporting documents (organizational chart, position descriptions, training calendar, operating procedures, State Plan, etc.) IAW the NGB Master Youth Cooperative Agreement.
4. Plan and implement staff training opportunities.
5. Compiles a variety of data related to the Academy.

6. Assist in preparing the Academy for evaluations
7. Properly manages confidential and sensitive information.
8. Interprets statutes, regulations and policies to staff, other managers and the public.
9. Prepares reports reflecting the operational status of the program.
10. May participate in conferences and meetings.

#### **DUTIES AND RESPONSIBILITIES**

1. Assists the Director with program operations.
2. Recommends the selection and assignment of staff to the Director, conducts interviews and evaluations for prospective employees.
3. Conducts annual performance evaluations.
4. Determines need for staff training/development as required by the Cooperative Agreement.
5. Trains and monitors program staff on the designated Data Management IAW program reporting requirements.
6. Manages and approves all program public relations.
7. Point of Contact with Cadet families.
8. Interprets statutes, regulations and policies to staff and the public.
9. May serve as a witness in administrative hearings.
10. Renders decision in priority situations and consults with supervisors in reviewing same.
11. Assists in the developments of the program budget.
12. Maintains all department records and data IAW Academy, State of WV and NGB requirements.
13. Maintains accurate up-to-date and required documentation/data using the designated Data Management System.
14. Prepares reports reflecting the operational status of the program.
15. Evaluates the operations and procedures of the department for efficiency and effectiveness.
16. Researches professional journals, regulations and other sources for program improvement.
17. Represents the Academy on committees and boards.
18. Participates in national, state and local meetings.
19. Must be physically capable of participating in Academy requirements including, but not limited to classroom instruction, acclimation, field trips, bus rides, sporting events, operating a 15- passenger van, 16- hour workdays and lifting up to 40lbs. of materials or equipment.
20. Must have a valid drivers license, pass a criminal background check and pass a drug screening.
21. Must travel and attend off-site trainings.

## **KNOWLEDGE, SKILL, AND ABILITY**

1. Knowledge of the program, department and related activities.
2. Knowledge of federal, state and local government relationships related to the Academy.
3. Knowledge of the principles and techniques of management, including organization, planning, staffing, training, budgeting and reporting.
4. Knowledge of state government organizations, programs and functions.
5. Knowledge of safety practices and risk management.
6. Knowledge of proper techniques to handle, record, store and dispose of Personal Identifiable Information.
7. Knowledge of state legislative processes.
8. Skill set in business operations, residential facility operations, academics and quasi-military operations.
9. Skill set with Microsoft Office Package.
10. Skill to maintain records, prepare reports and correspondence related to work.
11. Skill to communicate with others, both in writing and orally (one-to-one and to groups).
12. Ability to plan, direct and coordinate the program and administrative activities of the MCA.
13. Ability to supervise others.
14. Ability to evaluate operational situations and analyze data and facts in preparation for administrative and policy decisions.
15. Ability to establish and maintain effective working relationships with Cadets and Co-workers, other government officials, employees and the public.

## **TRAINING AND EXPERIENCE**

1. Graduation from an accredited four (4) year college or university with major course work in the area of assignment or related field: Public Admin., Social Work, Vocational Rehabilitation, Counseling/Guidance, Education, Business, Human Services or other related area.
2. Four (4) years of progressive responsible, full-time experience with administrative or supervisory experience or other appropriate experience with transferable skills.
3. Experience as described may be substituted on a year by year basis.
4. Preference will be given for Military experience, 0-4 or higher.

## **SPECIAL REQUIREMENTS**

1. As a condition of employment, MCA employees are required to purchase and maintain uniform items (embroidered MCA polo shirts and khaki pants) which must be worn when designated.
2. Position is contingent upon receipt of continued Department of Defense funding.
3. This position falls under the West Virginia Public Employees Retirement System (PERS).
4. Consideration will be given to all qualified applicants without regard to race, color, religion, sex national origin, politics age, membership or non-membership in an employee organization.
5. A pre-employment drug screen is mandatory.

Murray "Gene" Holt II  
Director, West Virginia Military Authority