

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML230217**

OPENING DATE: 14 February 2023

CLOSING DATE: 23 February 2023

LOCATION: Mountaineer Challenge Academy North, Kingwood, WV

JOB TITLE: MA Administrative/Operations Manager 1

FUNCTIONAL TITLE: MCA-N Administrative Logistics Supervisor

SALARY RANGE: \$40,188- \$60,024

Note: Position carries a six months probationary period.

HOW TO APPLY: Anyone interested in applying for this position must submit a completed West Virginia Military Authority Application for Employment **and** Resume by the Closing Date listed to, The Adjutant General's Office, Attn. WVMA HR, 1703 Coonskin Drive, Charleston, WV 25311 or email to ng.wv.wvarng.list.ma-hro@army.mil or fax 304-561-6321 **Applications must be received by closing date.**

Applications may be obtained from the West Virginia Military Authority web site:
<https://militaryauthority.wv.gov/FormSearch/WVMA%20Application.pdf>

NATURE AND SCOPE OF WORK

Under the general supervision of the Director, performs skilled, professional work and serves as a member of Senior Staff for the Mountaineer Challenge Academy (MCA). The Administrative / Logistics Supervisor (ALS) supervise professional, technical, and clerical functions performed in the department. This department provides the business management of the program, routine and emergency maintenance for facilities and equipment, and coordinates with service providers. The Dining Facility Operations are under the supervision of the ALS. Work is designed to support the mission and operations of the Academy. 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. Participate as a member of the Senior Staff to manage and operate all aspects of the program.
2. Develops and implements operating procedures within regulatory and statutory guidelines: MCA, West Virginia Military Authority (WVMA) State of WV and National Guard Youth Challenge Program (NGYCP).
3. Plan, develop and execute through departmental staff or outside service providers, the related administrative and support services needed for the mission of the Academy.
4. Maintain the Property Book for the Academy.
5. Coordinate all food service operations with the Dining Facility Manager
6. Provide oversight and training for all purchase card holders at the Academy.
7. Properly manages confidential and sensitive information.
8. Assist with the in-processing and out-processing of Cadets
9. Compiles a variety of data related to the Academy required for program evaluation.

10. Interprets statutes, regulations and policies to staff, other managers, and the public.
11. Prepares reports reflecting the operational status of the program.
12. May participate in conferences and meetings.

DUTIES AND RESPONSIBILITIES

1. Direct the daily operations of the staff.
2. Conduct annual performance evaluations.
3. Determines need for training and staff development, provides training or searches out training opportunities.
4. Interprets statutes, regulations and policies to staff and the public
5. Demonstrate excellent customer service.
6. May serve as a witness in administrative hearings
7. Renders decision in unusual or priority situations, and consults with supervisors in reviewing same.
8. Assists in the development of the program budget.
9. Maintain all department records and data IAW MCA, WVMA, State of WV and NGB requirements.
10. Maintain accurate, up-to-date, and required documentation/ data using databases.
11. Prepares reports reflecting the operational status of the program.
12. Evaluates the operations and procedures of the department for efficiency and effectiveness.
13. Researches professional journals, regulations, and other sources for program improvement.
14. Maintain program accountability for real property, i.e.: equipment, vehicles, etc.
15. Maintain facilities and coordinate safety, security, and repair measures for the Academy.
16. 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 work days, and lifting up to 40 lbs of materials or equipment.
17. Must have a valid driver's license, pass a criminal background check and pass drug screenings.
18. Must travel and attend off-site training.

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. Skill set in Microsoft Office package – Word, Excel, Access, and PowerPoint.
8. Skills and experience with WV State purchasing procedures and policy
9. Skill set in business operations, bookkeeping, human resources and budgeting.
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: Accounting, Business, Public Admin, or other related area.
2. Five (5) years of progressively 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 for year basis as substitution for the four year degree.

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. **Must pass a federal background check.**
6. **Must qualify for WV Purchasing Card.**
7. **A pre-employment drug screen is mandatory.**

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