

**STATE OF WEST VIRGINIA
WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML240124**

OPEN DATE: 26 January 2024

CLOSE DATE: 09 February 2024

LOCATION: Mountaineer Challenge Academy – South, Montgomery, WV

JOB TITLE: MCA Commandant

SALARY RANGE: \$42,738 - \$55,000

HOW TO APPLY: Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Employment Application form and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311- 1085 or email to ng.wv.wvarng.list.ma-hro@army.mil. **All Applications must be received by closing date.** Applications may be obtained from the West Virginia Military Authority Web site at <https://militaryauthority.wv.gov/Forms/Pages/default.aspx>

NATURE AND SCOPE OF WORK

Under the general supervision of the Deputy Director, performs skilled work at the full-performance level of the Academy. The Commandant of Cadets (COC) supervises professional, technical, and clerical functions performed in the department. This department provides for the safety and security of the Cadets 24-hours a day, seven days a week, while the students are in the residential portion of the program. The scope of responsibility includes planning the quasi-military instruction and directing the work of the Cadre - Assistant Commandant, Senior Squad Leaders and Squad Leaders. Work is designed to support the 8 Core Components of the National Guard Youth ChalleNGe Program: Citizenship, Life Coping Skills, Leadership/Followership, Employability Skills, Physical Training, Employability Skills, Community Service, and Academic Excellence (high school diploma or high school equivalency). 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: State of WV, National Guard Youth ChalleNGe Program and the MCA.
3. Plans, develops, and executes through departmental staff, the quasi-military mission of this statewide program.
4. Execute through departmental staff, the Community Service mission of the Academy.
5. Execute through departmental staff, the long range Master Training Schedule and the Weekly Training Plan of the Academy.
6. Recommends the selection and assignment of staff, and conducts interviews and background evaluations for prospective employees.
7. Manage sensitive and confidential information.

8. Compiles a variety of data related to the Academy
9. Interprets statutes, regulations and policies to staff, other managers, and the public.
10. Prepares reports reflecting the operational status of the program.
11. May participate in conferences and meetings.

DUTIES AND RESPONSIBILITIES

1. Direct the daily operations of the staff.
2. Recommends the selection and assignment of staff to supervisors; conducts interviews and evaluations for prospective employees.
3. Conduct annual performance evaluations.
4. Interprets statutes, regulations and policies to staff and the public.
5. May serve as a witness in administrative hearings.
6. Renders decision in unusual or priority situations, consults with supervisors in reviewing same.
7. Assists in the development of the program budget.
8. Maintain all department records and data IAW Academy, State of WV and NGB requirements.
9. Maintains accurate, up-to-date, and required documentation and data using the designated Management Information Reporting System .
10. Evaluates the operations and procedures of the department for efficiency and effectiveness.
11. Researches professional journals, regulations, and other sources for program improvement.
12. Develop and approve curriculum to support the areas of Physical Education and Training, Health and Hygiene, Service to Community, and Leadership/Followership under the Program's 8 Core Components.
13. Plan and coordinate safety and security measures for the Academy; Cadets, Staff, and outside agencies.
14. 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 40 lbs. of materials or equipment.
15. Must have a valid driver's license, pass a criminal background check and pass drug screenings.
16. Must travel and attend off-site training.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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: 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 military operations.
8. Skill set with Microsoft Office package.
9. Skill to maintain records, prepare reports and correspondence related to work.
10. Skill to communicate with others, both in writing and orally (one-to-one and to groups).
11. Ability to plan, direct, and coordinate the program and administrative activities of the MCA.
12. Ability to supervise others.
13. Ability to evaluate operational situations, and analyze data and facts in preparation for administrative and policy decisions.
14. Ability to establish and maintain effective working relationships with Cadets and co-workers, other government officials, employees, and the public.

MINIMUM QUALIFICATIONS

TRAINING: 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.

EXPERIENCE: Five (5) years of progressively responsible, full-time experience with administrative or supervisory experience or other appropriate experience with transferable skills. Preference given for Military experience, 10 years or more in related leadership positions.

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