



## West Virginia Procurement Specialist

<b>SALARY</b>	\$3,128.00 - \$5,418.33 Monthly \$37,536.00 - \$65,020.00 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	BMS2500020
<b>DEPARTMENT</b>	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	<b>OPENING DATE</b>	03/10/2025
<b>CLOSING DATE</b>	3/19/2025 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

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### Nature of Work

Report to the Director of the Office of Procurement Services, Bureau for Medical Services (BMS). Performs administrative work at an advanced level, conducts procurement activities for the Bureau. This position is responsible for the procurement of Medicaid service contracts in adherence to regulations promulgated by the Bureau under the provisions of West Virginia State Code, as well as purchase and acquisition of all other commodities not referenced therein that are made in accordance with the Department of Human Services (DoHS), Office of Shared Administration (OSA)-Purchasing, the Department of Administration Purchasing Division and the WV Auditor's Office Purchasing Card Policies and Procedures. Responsibilities include drafting specifications, reviewing bids, and making award recommendations. Drafts specifications for Requests for Quotations (RFQ) and Requests for Proposals (RFP). Review and evaluate bids received either by RFQ or

RFP. This requires the position to have extensive knowledge of the State and Agency purchasing process as outlined by the Purchasing Handbook. Writes award recommendations for the RFQ and RFP solicitations. Creates status reports for the Bureau and works with other Buyers to establish priority timelines. Interprets Procurement procedures and laws to Spending Unit staff. May assign and/or review the work of others when acting as a lead worker or in the absence of the unit supervisor. Responsible for completing contract renewals with vendors and in the wvOASIS system. Must exercise considerable knowledge of procurement processes with vendors to obtain all the necessary paperwork to complete contract renewals. Serve as back-up liaison between BMS and OSA Purchasing Division. Execute payments for assigned accounts via Purchasing Card. Reviews receiving paperwork for accuracy. Signs off on P-Card payments made under this position's authority. Enters the P-Card reconciliation information into the wvOASIS system. Conducts market research for goods and services needed by the Bureau to determine need. Includes checking internal resources, State/Agency contracts and researching the applicable market. Contact vendors and/or suppliers to discuss products and services to obtain knowledge of the market, service, or commodities needed. Process delivery orders for payment to vendors with contracts after checking invoice requisition for accuracy and completeness. Submits delivery order into OASIS workflow and logs them into Agency tracking spreadsheet. Contact vendors to resolve any invoice issues and late deliveries. Monitor contracts and vendors performance for the Bureau. This includes preparing correspondence, memorandum, and monitoring reports, which are part of the official Procurement file for the contracts. Contact agency staff and vendors to work on resolutions of contract issues as they arise. Execute exempt, Inter-Agency, and Subrecipient Grant Agreements. Other job duties as assigned.

## **BMS2500020**

**Position Number:** 0511P05776

**Job Location:** Kanawha County

## **Minimum Qualifications**

**Training:** Bachelor's degree from a regionally accredited college or university.

**OR**

**Substitution:** Full-time or equivalent part-time paid experience as described below may substitute for the required training at the rate of one (1) year of experience for 30 credit hours of education.

**AND**

**Experience:** Two (2) years of full-time or equivalent part-time paid experience in a broad range of purchasing of

commodities or services in a centralized purchasing function for use in the operation of a private industry or governmental unit. Purchasing experience must be for direct use of the industry or governmental unit, not for retail sales.

**OR**

**Substitution:** A Master's degree from a regionally accredited college or university may substitute for the required experience at a rate of one (1) year of experience for 15 semester hours of education not to exceed two (2) years.

**Promotional Only:** One (1) year of full-time or equivalent part-time paid experience as a Procurement Associate or the equivalent.

## Other Information

PG: 13 \$37,536 - \$65,020

Market Rate: \$57,907

Email applications to **Bunny.L.Harper@wv.gov**

Mail to Bunny L. Harper, at 350 Capitol Street, Room 251, Charleston, WV 25301.

Please include posting number **BMS2500020** on application.

Please note: **Applications of covered state employees, mailed to DOP or completed via DOP's on-line method are not forwarded.**

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**Employer**

**Address**

West Virginia

**Phone**

(304) 558-3950

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, West Virginia, 25305

**Website**

<http://www.personnel.wv.gov>