



## Adjunct Emergency Workforce (AEW) Role Descriptions

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Role	Description
Shelter Specialist	Responsible for supporting all aspects of resident life within the shelter, including but not limited to assisting with shelter set up; greeting and registration; referrals to support services; distributing supplies; monitoring all areas of the shelter; assigning cots; problem solving; reporting needs and concerns; assisting with transition and discharge; and shelter breakdown. Reports directly to the Shift Supervisor.
Situation Unit Staff	<p>The Situation Unit staff is responsible for collecting, organizing, displaying, and distributing incident-related information to support the Commonwealth of Virginia Incident Management Team (COVIMT).</p> <p>Requires excellent oral, written, and interpersonal communication skills; proficient in PC and Microsoft Office products. Just-in-time training as well as a personal incident in-brief will be provided to each staff member prior to integrating into COVIMT operations. All staff member questions will be answered during the training and in-brief sessions.</p>
Buyer Specialist/Senior Procurement Officer	Assist with identifying vendors/suppliers/contractors and procurement of goods and/or services declared as essential in response to the needs of state agencies and localities prior to and/or during state-declared emergencies. Provide contractual guidance and establish necessary emergency contracts and related contracts procured during declared disasters including State and Federal terms and conditions and Purchase Orders/Change Orders as required or allowed under State Title 44, Virginia Emergency Services and Disaster Laws. Enter required information and supporting documentation into eVA and post emergency procurements on the eVA Virginia Business Opportunities (VBO). Provide us of Department of Accounts issued small purchase charge card for ordering and payment of goods and services. Identify and seek necessary review and approval of high risk contracts per APSPM & VPPA requirements. Enter and update procurement information in WebEOC. Create and maintain procurement documents and provide as required for FOIA requests.



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	<p>Knowledge of the Virginia Public Procurement Act and Department of General Services policies. Significant knowledge of procurement policies, procedures and laws. Working knowledge of Vendor Contracts, Requests for Proposals (RFP), and Invitations for Bid (IFB). Skill in procuring a wide variety of goods and services in accordance with established guidelines. Excellent interpersonal, verbal, and written communication skills effective in training end users and vendors to the eVA system, answering inquiries and resolving complaints. Considerable skill in the use of computers, Microsoft Office, the eVA Procurement system and various software. Skill in the maintenance of filing systems and records retention. Ability to negotiate, establish and administer contracts, and to develop, apply and interpret procurement policy and procedures. Ability to multi-task and prioritize in a fast-paced professional environment. Demonstrated ability to work independently with minimal supervision as well as with a team; with flexibility to provide assistance as assigned. Ability to deliver excellent customer service to internal and external customers. Ability to work in a team environment and build relationships. Knowledge of federal and local procurement requirements is preferred.</p>