Department of Administration
Purchasing Division

Eric L. Householder
Cabinet Secretary
Department of Administration

Jennifer Fields
Administrative Assistant to the Director/Human Resource Generalist

Samantha Willis
Director/General Counsel
Purchasing Division

Acquisitions and Contract Administration Section

Frank Whittaker
Administrative Services Manager 3

Acquisitions Unit

Tara Lyle
Buyer Supervisor

Crystal Hustead
Senior Buyer

David Pauline
Senior Buyer

Jessica Riley
Buyer

Jayden Piscopo
Purchasing Assistant

Josh Hager
Buyer Supervisor

James Atkins
Senior Buyer

John Estep
Senior Buyer

Vacant
Buyer

Mark Atkins
Buyer Supervisor

Toby Welch
Senior Buyer

Brandon Barr
Senior Buyer

Larry McDonnell
Senior Buyer

Contract Management Unit

Shane Hall
State Purchasing Contracts Manager

Mitzie Howard
Inspector 3

Jason Thompson
Inspector 3

Samantha Chaney
Inspector 1

Bob Ross
Inspector 2

Vacant
Inspector 3

Program Services Section

Jessica Burns-McDonnell
Administrative Services Manager 3

Administration

Mark Fox
Administrative Services Manager 1

Dana Hoffman
Procurement Specialist

Wendy Pettry
Administrative Services Assistant 1, Fixed Assets

William Pierce
Inventory Control Associate, Federal Surplus Program

Franklin Sisson
Inventory Control Associate, Vehicles

Vacant
Office Operations Associate

Warehouse

Matt Harper
Supervisor 3

Cheryl Cohen
Inventory Control Associate

Jason Hays
Driver 3

Tim Miller
Mechanic 2

David Botkins
Driver 2

Nicholas Downs
Laborer

Communication and Training Section

Samantha Knapp
Administrative Services Manager 3

Communication & Professional Development

Courtney Johnson
Administrative Services Manager 1

Teresa Cutlip
Public Information Specialist 2

Jessica Carl
Public Information Specialist 2

Krista Chadband
Secretary 1

Business and Technical Services Section

Greg Clay
Administrative Services Manager 3

Alisha Pettit
Programmer Analyst 2

Technical Services

Mark Totten
Administrative Services Manager 2

Christopher Seckman
Administrative Services Assistant 1

Michelle Chandler
Administrative Services Assistant 1

Support Services

Cody Rose
Supervisor 1

Angelina Villanueva
Imaging Operator 2

Kathryn Bell
Office Operations Assistant

Vacant
Office Assistant 2

Vacant
Office Operations Associate

Purchasing Division - May 13, 2026