



West Virginia E-911 Telecommunicator Supervisor

SALARY	\$38,000 - \$46,000 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	EMD2500003
DEPARTMENT	DHS - Division of Emergency Management	OPENING DATE	09/16/2024
		LOCATION OF VACANCY	KANAWHA

Nature of Work

***** Exempt Position *****

Under general supervision, this position performs complex supervisory work planning, organizing, assigning, and reviewing the work of Watch Center associates at the Emergency Management Division (EMD) Watch Center, including developing and implementing new procedures, technology, and equipment for the unit. The Watch Center is staffed 24/7/365. Oversees specialized communication work of employees monitoring emergency/tip-lines, radio frequencies and various data collection systems in order to provide first-line, proactive awareness of ongoing events. May assign degree of urgency to information and notifications based on initial and incomplete information. Works across systems to populate various information technology platforms with data and incident metrics for use by various local, state, and federal emergency response partners. May oversee notification and response efforts; coordinates resources and communication regarding local, regional, and statewide incidents of interest in conjunction with counties, emergency management agencies, military authorities and various state departments to ensure timely implementation of emergency preparedness plans, policy and regulations. Ensures after hours communications for agencies, such as, the Department of Environmental Protection, State Fire Marshal's Office and others, and acts as a central hub for statewide information flow 24/7. Oversees the monitoring of weather radar/watches/warnings/advisories and conducts statewide weather briefings with national weather service's forecast offices to keep all entities informed of potential impacts in their area. Work is performed independently within established protocols and procedures under general supervision of the sectional Deputy Director or their assistant/designee. This employee may be required to work for extended periods of time under stressful conditions as a result of emergency situations, disaster events, or during the enhanced operation of the Watch Center. Shall work with the Operations Officer in consulting with the state training officer, planning department, and grants division in regard to implementing and seeing all guidelines and regulations are followed in order to fulfill our duties under legislation and in conveying information to local entities during active disaster and throughout the recovery phase. Performs other duties as assigned.

Position 0606PE0646
Posting EMD2500003
1 Vacancy
Kanawha County

Minimum Qualifications

Training: Graduation from a standard high school or the equivalent.

Experience: Five years of full-time or equivalent part-time paid experience as a telecommunicator.

Other Information

PG: 10 \$38,000 - \$46,000

Applications MUST be submitted directly to the contact(s) listed below by email or standard U.S. mail.

Mail applications to:

Melanie Thomas

1700 MacCorkle Ave. SE, 6th Floor

Charleston, WV 25314

Or email to: melanie.k.thomas@wv.gov

Please include posting number **EMD2500003** on application.

Please note: Applications of covered state employees submitted to the Division of Personnel are not forwarded to the Division of Emergency Management.

Agency

West Virginia

Address

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

Phone

(304) 558-3950

Website

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