



West Virginia  
**Emergency Services Specialist, Senior**

<b>SALARY</b>	\$30,000.00- \$40,000.00 Annually Full-Time Permanent	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	DHS - Division of Emergency	<b>JOB NUMBER</b>	EMD2400015
<b>DEPARTMENT</b>	Management	<b>OPENING DATE</b>	05/08/2024
		<b>LOCATION OF VACANCY</b>	KANAWHA

## Nature of Work

**\*\*\*\*Exempt Position\*\*\*\***

Posting Number: EMD2400015  
 County: Kanawha  
 Number of Vacancies: 1  
 Position Number: 0606P00003

Please note: This is an Exempt position and is not covered under the merit system administered by the West Virginia Division of Personnel.

This is a specialized position working within the RiskMap, Cooperating Technical Partners (CTP) Grant for updating mapping projects statewide. The RiskMap and CTP initiatives provide state-of-art spatial analysis and high-resolution mapping in support of higher standards of floodplain management and hazard mitigation. Plans and coordinates RiskMap/CTP program and rollout of RiskMap maps and data to communities, insurance agents, lending institutes and other partners. Develops and coordinates education and outreach programs to communities and other partners in order to expand the use and application of RiskMap/CTP technology. Assists in the development and execution of vendor applications for procurement of CTP technical services, completes quarterly reports and other aspects of grant management. Works with NFIP Coordinator to provide education and outreach statewide in the floodplain management program. Performs other duties as assigned.

## Minimum Qualifications

**Training:** Graduation from an accredited four-year college or university.

**Substitution:** Full-time or equivalent part-time paid experience as described below may substitute for the required training on a year-for-year basis.

**Experience:** Two years of administrative or technical planning experience in a field related to the assigned program area of the Office of Emergency Services.

OR

**Training:** Graduation from an accredited four year college or university with a major in physics, health physics, radiochemistry, nuclear engineering or radiation biology.

**Substitution:** Full-time or equivalent part-time paid experience as described below may be substituted for the training on a year-for-year basis.

**Experience:** Two years of full-time or equivalent part-time paid experience in electronics, instrumentation, or a related administrative field.

**Special Requirement:** Must obtain a Certified Floodplain Manager certification within one year from the date of employment.

### Other Information

Please note: This position is classified exempt; therefore, it is available to any applicant who meets the minimum requirements. Applications **MUST** be submitted directly to the contacts 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](mailto:melanie.k.thomas@wv.gov)

Please include posting number **EMD2400015** on application.

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

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#### 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>