



West Virginia Emergency Services Specialist

SALARY	\$44,000 - \$53,000 Annually	LOCATION	Barbour County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	EMD2600003
DEPARTMENT	DHS - Division of Emergency Management	OPENING DATE	08/06/2025
		LOCATION OF VACANCY	BARBOUR BRAXTON GILMER LEWIS PENDLETON POCAHONTAS RANDOLPH TUCKER UPSHUR WEBSTER

Nature of Work

Exempt Position

Under limited direction performs advanced level administrative and managerial work in directing an organized section providing administrative and support services within the highly complex and sensitive Infrastructure Protection and Public Safety Sections of the WV Emergency Management Division (EMD).

This position manages the delivery of services that address all hazards across all mission areas, focusing on improving the state's capability and capacity to detect, prevent, respond to, and mitigate natural and man-made emergencies or disasters. Exercises considerable independence of action in making decisions related to the operations, policy, work processes, and regulatory requirements of the section, which are complex, varied, and dynamic. Duties require substantial depth of analysis and interpretation of theory, principles, practices, and regulations of a professional field.

This position functions as a senior-level field official and liaison, exercising considerable discretion and independent judgment. Work is performed under executive direction with accountability for managing highly complex operations

impacting state and local emergency management capabilities.

Counties Served – Barbour, Braxton, Gilmer, Lewis, Upshur, Pendleton, Pocahontas, Randolph, Tucker, and Webster

Must reside in one of the counties in which you serve.

Key Responsibilities:

- Manages and supervises professional, technical, and clerical staff engaged in section operations.
- Coordinates and evaluates operations and work processes to ensure compliance with statutes, regulations, and policies.
- Research and implements new procedures and improvements to enhance the effectiveness of section operations.
- Serves as the division's liaison during major emergency responses within the Department of Homeland Security (DHS) and EMD.
- Travels statewide and regionally on a regular basis; responds on short notice as a part of emergency deployments from their residence to locations throughout the state and may be required to work for extended periods of time under stressful conditions at any location within the state or out of state as due to emergency situations.
- Includes responsibility for planning and reviewing operations, researching and recommending procedural and process improvements, and interpreting governing statutes, regulations, and policies.
- Guides local, regional, and state agencies, private sector entities, and non-governmental organizations in developing and coordinating infrastructure protection resources and capabilities to meet DHS and FEMA grant requirements.
- Supports the overall effectiveness of the DHS and EMD through public education and outreach programs.
- Directs the delivery of services to stakeholders across all sectors of government, private industry, and the general public.
- Leads employees and representatives from other agencies during special projects and emergency events.
- Operates state-owned vehicles equipped with communications and/or emergency warning equipment.
- Develop and implements strategies to address unique challenges presented by specific areas of the state (e.g., ability to overcome communication challenges posed by national radio quiet zone; planning and preparing for or responding to an incident or managing a sector within the incident command at a national or international event held in the state such as the World Scout Jamboree or Bridge Day. Planning and being prepared for a nuclear emergency due to a nearby nuclear power plant).
- Performs related work as required.

Counties Barbour, Braxton, Gilmer, Lewis, Upshur, Pendleton, Pocahontas, Randolph, Tucker, and Webster

Posting EMD2600003

Position 0606PE0180

Vacancies 1

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: One year 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 a standard high school or the equivalent.

Experience: Five years of full-time paid employment in electrical communications one year of which must have included

administrative or supervision responsibility for the designing, installing or operation of a large-scale and varied wire and radio communication system or a communication facility.

Substitution: An Associate degree in electronics technology from an accredited college or university or successful completion of an approved program in electronics of at least 2000 clock hours may substitute for two years of the non-administrative, non-supervisory experience.

OR

Successful completion of an approved program in electronics technology of at least 1000 clock hours plus the equivalent of one year full-time paid employment in electronics equipment maintenance and/or repair may substitute for two years of the non-administrative, non-supervisory experience.

Areas of Assignment:

Administrative Support Services

Communications

Operations and State Support Services

Radiological Maintenance Facility (RADEF)

Recovery and Local Support Services

Other Information

PG: 10 \$44,000 - \$53,000

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 **EMD2600003** on application.

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

Employer

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>