



West Virginia Emergency Services Specialist

SALARY	\$42,500.00 - \$50,000.00 Annually Full-Time Permanent	LOCATION	Kanawha County, WV
JOB TYPE	DHS - Division of Emergency Management	JOB NUMBER	EMD2300040
DEPARTMENT		OPENING DATE	05/29/2023
		LOCATION OF VACANCY	KANAWHA

Nature of Work

****Exempt****

Responsible for maintaining the emergency operations plans, hazard mitigation plans, strategic plans, and other related planning documents and policies. This includes providing technical support related to reviewing, writing, and updating planning documents. Reviews planning requirements for federal grants and develops a program to ensure that requirements are met. Develops new plans and related policies, procedures, and guidelines as stipulated in federal grant guidance. Provides technical planning support to other stakeholder agencies.

Kanawha County
Posting #EMD2300040
Position #0606P00022
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

Email applications to Melanie Thomas at Melanie.K.Thomas@wv.gov or
Mail to Melanie Thomas at
WV Emergency Management Division
2403 Fairlawn Avenue
Dunbar, WV 25064

Please include posting number **EMD2300040** on application.

Please note: Applications of covered state employees mailed to DOP or completed via DOP's online method, are not forwarded.

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>