



**WEST VIRGINIA**

Division of Personnel  
1900 Kanawha Blvd. East, Building 3 Suite 500  
Charleston, WV 25305

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

**invites applications for the position of:  
Emergency Services Specialist**

*An Equal Opportunity Employer*

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**SALARY:** \$45,000.00 - \$52,000.00 Annually  
**DEPARTMENT:** DHS - Division of Emergency Management  
**OPENING DATE:** 1/29/2024  
**LOCATION OF VACANCY:** KANAWHA  
**NATURE OF WORK:**

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

Performs complex administrative and professional technical work at the advanced level in managing a major emergency management component with the Safe Schools Program of the Emergency Management Division. Programs are managed statewide with specific program elements alternating over a specified geographic location or region of the state and vary in size and complexity. Complexity level is evidenced by the variety of problem-solving demands and decisions required within programmatic and local specific project areas. Program issues and decisions may be controversial in nature and may involve comment from all levels of public and private sectors. Work requires the ability to liaison with federal, state and local government officials, representatives of the media and other agencies and organizations, and the general public. Position may require overnight travel. Position requires work after normal business hours due to emergent school safety related matters. Work requires the ability to maintain confidentiality of sensitive information regarding students, staff, plans, facilities, incidents and reports. Performs other duties as assigned.

0606P00015

**EXAMPLES OF WORK:**

**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.

**OTHER INFORMATION:**

Email applications to Melanie Thomas at [Melanie.K.Thomas@wv.gov](mailto:Melanie.K.Thomas@wv.gov) or  
Mail to Melanie Thomas at  
WV Emergency Management Division  
1700 MacCorkle Ave. SE, 6th Floor  
Charleston, WV 25314

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