



West Virginia Community Development Specialist 1

SALARY	\$35,000.00 - \$45,000.00 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	EMD2500014
DEPARTMENT	DHS - Division of Emergency Management	OPENING DATE	02/19/2025
		LOCATION OF VACANCY	KANAWHA

Nature of Work

Position 0606PE0746
Kanawha County
1 Vacancy
Posting EMD2500014

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

This is a specialized position working with the National Flood Insurance Program (NFIP) with duties that involve building and maintaining partnerships and delivering high-quality hazard identification and risk assessment products, outreach support and community empowerment. Must assist the NFIP Coordinator preparing and overseeing policy, regulations and methodology with local entities as it pertains to the NFIP. Also performs Cooperating Technical Partners (CTP) related work as required. Works with the 268 participating communities across the state providing outreach, training, and general correspondence. Updates the Community information System on all correspondence related to the NFIP. Works with all state agencies associated with water resources, mitigation, and stream restoration programs. Must take the Certified Floodplain Managers exam and become a CFM within two years of employment.

Minimum Qualifications

Training: Bachelor’s degree from an accredited college or university.

OR

Substitution: Full-time or equivalent part-time paid professional experience in grants development or grants administration, delivery of technical assistance programs, industrial development, community development, planning, project

administration, business administration and public administration may substitute for the required training at a rate of one (1) year of experience for every thirty (30) semester hours of required training.

Other Information

PG: 14 \$35,000 - \$45,000

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 **EMD2500014** 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>