



West Virginia Information Systems Coordinator 2

SALARY	\$43,000 - \$50,000 Annually	LOCATION	X Statewide - All Counties, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	EMD2600007
DEPARTMENT	DHS - Division of Emergency Management	OPENING DATE	11/20/2025
		LOCATION OF VACANCY	STATEWIDE

Nature of Work

Position EMD2600007

Position 0606P00041

1 Vacancy

Statewide

This job opportunity is not in the classified service and is not covered by the West Virginia Division of Personnel merit system.

This work involves the full span of technical duties in the programming, implementation, operation, repair and maintenance of the Statewide Interoperable Radio Network, and IP/TDM, UHF digital P25 trunked statewide radio network for the use of municipal, county, state and federal public safety agencies and organizations. This is technical work at the full-performance level on the full range of UHF digital P25 trunked statewide radio and IP/TDM microwave radio network operational issues. Analyzes and resolves issues relating to connectivity between agencies, multiple locations and multiple platforms. Effectively identifies and resolves network technical issues emanating from the SIRN network environment and user community. Analyzes and repairs various telecommunications equipment such as network switches, servers, routers, dispatch consoles, network alarm systems, communication tower lighting, base stations, microwave radios, backup systems and repeater network sites. Programs radio networks client subscribers, microwave client circuits and radio frequency antenna combiners. May deal with network operations issues or situations of unusual difficulty where time and resource loss are critical and network recovery is of primary importance. Assists in testing, evaluation and installation of new hardware and software upgrades.

Minimum Qualifications

Training: Successful completion of twelve semester hours of computer science from an accredited college or university.
OR

Successful completion of an information technology, networking, electronics, computer science, computer programming or data processing program of at least 1080 clock hours from a secondary vocational or technical school, commercial college or school of comparable level.
OR

Successful completion of industry recognized authorized/certified personal computer or server support, LAN administration, network service/support and/or network.

Substitution: One year of full-time or equivalent part-time paid experience in providing direct personal computer support, computer programming, systems development, or sale and/or installation and testing of terminals or personal computers and peripherals may be substituted for the required training.

Experience: Two years of full-time or equivalent part-time paid experience in micro computer programming, systems development, or the sale and/or installation and testing of terminals or personal computers and peripherals.

Promotional Only: One year of full-time or equivalent part-time experience as an Information Systems Coordinator 1 in a state agency.

Other Information

PG: 13 \$43,000 - \$50,000

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 **EMD2600007** 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://personnel.wv.gov>