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EMERGENCY SERVICES SPECIALIST
EXEMPT POSITION VACANCIES 001

LOCATION: DEPT OF HOMELAND SECURITY
EMERGENCY MANAGEMENT DIVISION
PLEASANTS WOOD RITCHIE WIRT
JACKSON ROANE CALHOUN PUTNAM
KANAWHA CLAY

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER EXECUTIVE DIRECTION, MANAGES AN ORGANIZED SECTION PROVIDING ADMINISTRATIVE AND SUPPORT SERVICES IN THE HIGHLY COMPLEX AND SENSITIVE INFRASTRUCTURE PROTECTION AND PUBLIC SAFETY SECTIONS. MANAGES THE DELIVERY OF SERVICES THAT ADDRESS ALL HAZARDS ACROSS ALL MISSION SETS FOCUSING ON IMPROVING THE STATE'S CAPABILITIES AND CAPACITY TO DETECT, PREVENT, RESPOND AND MITIGATE NATURAL AND MAN-MADE EMERGENCIES OR DISASTERS. LIAISONS SERVE AS THE AGENCY'S SENIOR FIELD-OFFICIALS AND ENGAGE WITH OTHER FEDERAL, STATE, LOCAL AND PRIVATE SECTOR OFFICIALS. THE OPERATIONS, POLICY, WORK PROCESSES, AND REGULATORY REQUIREMENTS OF THE SECTION ARE COMPLEX, VARIED, DYNAMIC AND REQUIRE SUBSTANTIAL DEPTH OF ANALYSIS AND INTERPRETATION OF THEORY, PRINCIPLES, PRACTICES AND REGULATIONS OF A PROFESSIONAL FIELD. INVOLVES THE SUPERVISION OF PROFESSIONAL, TECHNICAL AND CLERICAL EMPLOYEES. THE SCOPE OF RESPONSIBILITY INCLUDES PLANNING THE EVALUATING OPERATIONS; RESEARCHING NEW PROCEDURES AND IMPROVEMENTS; INTERPRETING STATUTES, REGULATIONS AND POLICIES. SERVES AS THE DIVISION'S LIAISON DURING MAJOR EMERGENCY RESPONSES WITHIN THE DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT DIVISION. FACILITATES GREATER CAPACITY IN, AND MORE COMPREHENSIVE INTEGRATION OF, INFORMATION AND RESOURCES IN RISK ASSESSMENT AND PLANNING ON THE IMPACT OF CATASTROPHIC INCIDENTS IN THE STATE. GUIDES LOCAL, REGIONAL AND STATE ENTITIES, PRIVATE SECTOR AND NON-GOVERNMENTAL AGENCIES AND ORGANIZATIONS IN DEVELOPING AND COORDINATING NATIONAL INFRASTRUCTURE PROTECTION PLAN RESOURCES AND CAPABILITIES AND IN MEETING US DEPARTMENT OF HOMELAND SECURITY (DHS) AND FEDERAL

EMERGENCY MANAGEMENT AGENCY (FEMA) GRANT REQUIREMENTS. SUPPORTS THE OVERALL EFFECTIVENESS OF THE WV DEPARTMENT OF HOMELAND SECURITY EMERGENCY MANAGEMENT DIVISION (EMD) THROUGH PUBLIC EDUCATION PROGRAMS REGARDING THE MISSION OF WVEMD AND THE WV DHS. DIRECTS THE DELIVERY OF THE AGENCY'S SERVICES FOR STAKEHOLDERS ACROSS ALL SECTORS OF GOVERNMENT, PRIVATE INDUSTRY AND GENERAL POPULATION. LEADS OTHER EMPLOYEES AS WELL AS REPRESENTATIVES OF OTHER STATE AND LOCAL AGENCIES DURING SPECIAL PROJECTS AS WELL AS DURING TIMES OF EMERGENCIES. REQUIRES STATEWIDE AND REGIONAL TRAVEL ON A REGULAR BASIS. AS PART OF THE STATE'S HOMELAND SECURITY AND EMERGENCY MANAGEMENT TEAM, EMPLOYEE MAY BE REQUIRED TO WORK FOR EXTENDED PERIODS OF TIME UNDER STRESSFUL CONDITIONS AT ANY LOCATION IN THE STATE, OR OUT OF STATE, AS MAY BE REQUIRED BY A RESULT OF EMERGENCY SITUATIONS. OPERATES STATE-OWNED MOTOR VEHICLE WHICH MAY BE EQUIPPED WITH COMMUNICATIONS AND/OR EMERGENCY WARNING EQUIPMENT AND MAY BE REQUIRED TO RESPOND WITH SHORT NOTICE FROM THEIR RESIDENCE TO LOCATIONS THROUGHOUT THE STATE. OVERSEES AND PERFORMS OTHER RELATED WORK AND DUTIES AS NECESSARY. RECOGNIZES THE UNIQUENESS OF CERTAIN AREAS THROUGHOUT THE STATE AND DEVELOPS AND IMPLEMENTS STRATEGIES TO OVERCOME THE CHALLENGES PRESENTED BY THE AREA (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 NATIONAL OR INTERNATIONAL EVENTS 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) .

0606PE0163

REQUIREMENTS: 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.

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EXPERIENCE: TWO YEARS OF ADMINISTRATIVE OR
TECHNICAL PLANNING EXPERIENCE IN A FIELD RELATED
TO THE ASSIGNED PROGRAM AREA OF THE OFFICE OF
EMERGENCY SERVICES.

**MUST RESIDE IN, OR MOVE TO, REGION ASSIGNED WITHIN 90 DAYS
OF INITIAL EMPLOYMENT DATE.**

SALARY: PAY GRADE 010 \$38,000.00 - \$46,000.00

SEND DIVISION OF PERSONNEL APPLICATION TO:
MELANIE THOMAS
WV EMERGENCY MANAGEMENT DIVISION
2403 FAIRLAWN AVENUE
DUNBAR, WV 25064