invites applications for the position of:
Emergency Services Specialist, Senior

An Equal Opportunity Employer

**SALARY:**
$30,000.00 - $40,000.00

**DEPARTMENT:**
DHS - Division of Emergency Management

**NATURE OF WORK:**

*** Exempt Position ***

This is a specialized position working within the RiskMap, Cooperating Technical Partners (CTP) Grant for updating mapping projects statewide. The RiskMap and CTP initiatives provide state-of-art spatial analysis and high-resolution mapping in support of higher standards of floodplain management and hazard mitigation. Plans and coordinates RiskMap/CTP program and rollout of RiskMap maps and data to communities, insurance agents, lending institutes and other partners. Develops and coordinates education and outreach program to communities and other partners in order to expand the use and application of RiskMap/CTP technology. Assists in the development and execution of vendor applications for procurement of CTP technical services, completes quarterly reports and other aspects of grant management. Works with NFIP Coordinator to provide education and outreach statewide in the floodplain management program. Performs other duties as assigned.

0606P00003

**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:** Two years 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 an accredited four year college or university with a major in physics, health physics, radiochemistry, nuclear engineering or radiation biology.
Substitution: Full-time or equivalent part-time paid experience as described below may be substituted for the training on a year-for-year basis.

Experience: Two years of full-time or equivalent part-time paid experience in electronics, instrumentation, or a related administrative field.

Special Requirement: Must obtain a license to handle radioactive materials from the Nuclear Regulatory Commission within one year from the date of employment.

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 EMD2300005 on application.

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