invites applications for the position of:
Emergency Services Specialist

An Equal Opportunity Employer

SALARY: $38,000.00 - $47,000.00

DEPARTMENT: DHS - Division of Emergency Management

OPENING DATE: 09/06/22

VARIOUS LOCATIONS: KANAWHA

NATURE OF WORK:

**** This is an Exempt position ****

Coordinates stakeholder meetings to collect information, review stakeholder comments, conduct after action reviews, and related activities. This would include the integration of all federal guidelines for emergency response/operations plans, mitigation plans, strategic plans, and other related plans. Develop standards for data collection to ensure appropriate content. Create uniform template for plan development at state and local level. Develop schedule for updating and maintaining compliance with federal guidelines. Write/edit emergency response/operations plans, mitigation plans, strategic plans, and other related plans. Develop standard guidelines for compliance with CPG-101 and other plan requirements. Provides support in the writing and reviewing of plans and policies. Assists with the coordinating or directing of state, local or volunteer search and rescue teams, members, or resources for training purposes or accomplishing a SAR mission. Provide support to and conduct training on development of Hazard Mitigation Plans and other related plans, this would include CPG-101 training. Coordinate with FEMA on availability of technical assistance related to plan development training. Provide support to all training and exercise programs. Provide training to local units of government, non-profit agencies, and private sector partners related to the development of emergency response/operations plans, mitigation plans, strategic plans, and other related plans. Work with regional Planning and Development Councils, LEPCs, emergency management agencies, and other stakeholders on proper plan development techniques.

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.

OR

Training: Graduation from a standard high school or the equivalent.

Experience: Five years of full-time paid employment in electrical communications one year of which must have included administrative or supervision responsibility for the designing, installing or operation of a large-scale and varied wire and radio communication system or a communication facility.

Substitution: An Associate degree in electronics technology from an accredited college or university or successful completion of an approved program in electronics of at least 2000 clock hours may substitute for two years of the non-administrative, non-supervisory experience.

OR

Successful completion of an approved program in electronics technology of at least 1000 clock hours plus the equivalent of one year full-time paid employment in electronics equipment maintenance and/or repair may substitute for two years of the non-administrative, non-supervisory experience.

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 EMD2300006 on application.

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