



**WEST VIRGINIA**

Division of Personnel  
1900 Kanawha Blvd. East, Building 3 Suite 500  
Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:  
Emergency Services Specialist**

*An Equal Opportunity Employer*

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**SALARY:** \$38,000.00 - \$46,000.00 Annually

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

**OPENING  
DATE:** 11/03/22

**LOCATION OF  
VACANCY:** BROOKE, DODDRIDGE, HANCOCK, HARRISON, MARION, MARSHALL,  
MONONGALIA, OHIO, PRESTON, TAYLOR, TYLER, WETZEL

**NATURE OF WORK:**

**\*\*\* Exempt Position \*\*\***

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 WV EMD 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).

0606PE0418

## **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](mailto: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 **EMD2300018** on application.

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