

Homeland Security Training and Exercise Coordinator

Nature of Work

This position will develop course content and identify objectives. Schedule courses and coordinate logistical support. Develop and adhere to budgets. Evaluate course instructor and maintain list of qualified instructors. Recommend purchase of training materials, equipment, and supplies. Define certification standards in compliance with the National Qualification System (NQS). Conduct regional and statewide workshops related to all aspects of the National Preparedness System (NPS). Act as primary administrator of State Learning Management System (LMS) database. Responsible for and maintenance of all student training records/transcripts. Track compliance with training certifications. Reviews/approves applications submitted for National Training and Education Division (NTED). Reviews/approves applications for attending Emergency Management Institute (EMI) courses. Reviews/approves direct delivery course applications submitted by local jurisdictions for in-state training. Review federal grant guidance to ensure compliance with all requirements related to training. Attend meetings with stakeholders and provide liaison activities and technical consultation. Travel and attend meetings, conferences, and seminars, both in and out of state. Supervise and review work of training contractors and adjunct instructors. Responsible for strategic planning, goal and objective setting for the training programs. Prepare reports and special projects as requested by agency leadership. Facilitate ad hoc work teams assigned with providing input into program direction or accomplishing program tasks.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited four year college or university.

Substitution: 1) Associate's degree from a regionally accredited college or university plus two additional years, than listed below, of full-time or equivalent part-time paid experience in adult training or classroom teaching that includes managing a personnel training budget. **OR** 2) Additional 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 adult training or classroom teaching that includes managing a personnel training budget.

Special Requirement: This is a security sensitive position. Applicants must successfully complete a background investigation and submit to a drug screening as a condition of employment.

Salary: \$48,000.00 - \$57,000.00 Annually

Location: Kanawha County, WV

Job Type: Full-Time Permanent

Department: DHS - Division of Emergency Management

Job Number: EMD2300001

Email applications to Melanie Thomas at Melanie.K.Thomas@wv.gov or mail to

Melanie Thomas
WV Emergency Management Division
2403 Fairlawn Avenue
Dunbar, WV 25064

Please include posting number **EMD2300001** on application.