



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:
Information Systems Coordinator 1**

An Equal Opportunity Employer

SALARY: \$43,000.00 - \$50,000.00 Annually
DEPARTMENT: DHS - Division of Emergency Management
OPENING DATE: 11/01/22
LOCATION OF VACANCY: KANAWHA
NATURE OF WORK:

***** Exempt Position *****

The technician works on a highly technical complex data and voice system, running over an Internet Protocol (IP) network. The technician performs installation and maintenance on the network equipment. This position requires advanced level training and experience in the technical specialty in IP networking equipment and technologies, broadband technologies and radio frequency operations. These systems are very complex systems with integrated solutions between various platforms of operations and software, and require connectivity between various agencies (federal, state, county and local). The technician works with various types of broadband connectivity, such as microwave, cellular, broadband internet, radio frequency, and T1 circuits for the transmission of information between the agencies and related equipment operating on the network. The technician utilizes diagnostic and monitoring equipment for troubleshooting issues within the WAN/LAN networks and various components of the system and network. The technician provides technical guidance and assistance to users.

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EXAMPLES OF WORK:

MINIMUM QUALIFICATIONS:

Training: Successful completion of twelve semester hours of computer science from an accredited college or university.

OR

Successful completion of an information technology, networking, electronics, computer science, computer programming or data processing program of at least 1080 clock hours from a secondary vocational or technical school, commercial college or school of comparable level.

OR

Successful completion of industry recognized authorized/certified personal computer or server support, LAN administration, network service/support and/or network.

Substitution: One year of full-time or equivalent part-time paid experience in providing direct personal computer support, computer programming, systems development, or sale and/or installation and testing of terminals or personal computers and peripherals may be substituted for the required training.

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 **EMD2300016** on application.

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