



**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 2**

*An Equal Opportunity Employer*

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**SALARY:** \$43,000.00 - \$50,000.00 Annually  
**DEPARTMENT:** DHS - Division of Emergency Management  
**OPENING DATE:** 10/25/22  
**LOCATION OF VACANCY:** KANAWHA  
**NATURE OF WORK:**

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

**EMD2300012**

This work involves the full span of technical duties in the programming, implementation, operation, repair and maintenance of the Statewide Interoperable Radio Network, and IP/TDM, UHF digital P25 trunked statewide radio network for the use of municipal, county, state and federal public safety agencies and organizations. This is technical work at the full-performance level on the full range of UHF digital P25 trunked statewide radio and IP/TDM microwave radio network operational issues. Analyzes and resolves issues relating to connectivity between agencies, multiple locations and multiple platforms. Effectively identifies and resolves network technical issues emanating from the SIRM network environment and user community. Analyzes and repairs various telecommunications equipment such as network switches, servers, routers, dispatch consoles, network alarm systems, communication tower lighting, base stations, microwave radios, backup systems and repeater network sites. Programs radio networks client subscribers, microwave client circuits and radio frequency antenna combiners. May deal with network operations issues or situations of unusual difficulty where time and resource loss are critical and network recovery is of primary importance. Assists in testing, evaluation and installation of new hardware and software upgrades.

0606PE0687

**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.

**Experience:** Two years of full-time or equivalent part-time paid experience in micro computer programming, systems development, or the sale and/or installation and testing of terminals or personal computers and peripherals.

**Promotional Only:** One year of full-time or equivalent part-time experience as an Information Systems Coordinator 1 in a state agency.

**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 **EMD2300012** on application.

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