

**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

SALARY: \$38,000.00 - \$48,000.00 Annually

DEPARTMENT: DHS - Division of Emergency Management

**OPENING
 DATE:** 12/08/22

**LOCATION OF
 VACANCY:** KANAWHA

NATURE OF WORK:

****EXEMPT****

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 the mitigation plan. Coordination with regional planning organizations on the development of standard hazards to evaluate. Develop standards for data collection to ensure appropriate content. Creates uniform template for plan development at state and local level. Develops schedule for updating and maintaining compliance with federal guidelines. Writes and edits WV State Hazard Mitigation plan to include the development of guidelines for writing local mitigation plans. Develops standard guidelines for compliance with CPG-101 and federal hazard mitigation plan requirements. Conducts training on development of Hazard Mitigation plans for employees of the Emergency Management Division and other stakeholder agencies. Provides support to training and exercise programs. Provides training to local units of government related to the development of WV State Hazard Mitigation plans. Works with regional Planning and Development Councils, LEPCs, emergency management agencies, and other stakeholders on proper plan development techniques.

EMD2300024

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.

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

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 EMD2300024 on application.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.personnel.wv.gov>

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, WV 25305
(304) 558-3950

DOP.applicantservices@wv.gov

Position #EMD2300024
EMERGENCY SERVICES SPECIALIST
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