

**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:  
 Community Development Specialist 1**

*An Equal Opportunity Employer*

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**SALARY:** \$35,000.00 - \$45,000.00 Annually

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

**OPENING DATE:** 03/03/23

**LOCATION OF VACANCY:** KANAWHA

**NATURE OF WORK:**

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

This is a specialized position working with the National Flood Insurance Program (NFIP) with duties that involve building and maintaining partnerships and delivering high-quality hazard identification and risk assessment products, outreach support and community empowerment. Must assist the NFIP Coordinator preparing and overseeing policy, regulations and methodology with local entities as it pertains to the NFIP. Also performs Cooperating Technical Partners (CTP) related work as required. Works with the 268 participating communities across the state providing outreach, training, and general correspondence. Updates the Community information System on all correspondence related to the NFIP. Works with all state agencies associated with water resources, mitigation, and stream restoration programs. Must take the Certified Floodplain Managers exam and become a CFM within two years of employment.

0606PE0746

**EXAMPLES OF WORK:**

**MINIMUM QUALIFICATIONS:**

**Training:** Bachelor's degree from an accredited college or university.

**OR**

**Substitution:** Full-time or equivalent part-time paid professional experience in grants development or grants administration, delivery of technical assistance programs, industrial development, community development, planning, project administration, business administration

and public administration may substitute for the required training at a rate of one (1) year of experience for every thirty (30) semester hours of required training.

## 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 **EMD2300035 on application.**

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

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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](mailto:DOP.applicantservices@wv.gov)

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Position #EMD2300035  
COMMUNITY DEVELOPMENT SPECIALIST 1  
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