

Emergency Services Specialist

Posting Number: EMD2300004

Nature of Work

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.

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.

OR

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

Experience: Five years of full-time paid employment in electrical communications one year of which must have included administrative or supervision responsibility for the designing, installing or operation of a large-scale and varied wire and radio communication system or a communication facility.

Substitution: An Associate degree in electronics technology from an accredited college or university or successful completion of an approved program in electronics of at least 2000 clock hours may substitute for two years of the non-administrative, non-supervisory experience.

OR

Successful completion of an approved program in electronics technology of at least 1000 clock hours plus the equivalent of one year full-time paid employment in electronics equipment

maintenance and/or repair may substitute for two years of the non-administrative, non-supervisory experience.

Areas of Assignment:

- Administrative Support Services
- Communications
- Operations and State Support Services
- Radiological Maintenance Facility (RADEF) Recovery and Local Support Services

Details:

Salary	\$38,000 - \$48,000 Annually
Location	Kanawha County, WV
Job Type	Full-Time Permanent
Department	DHS - Division of Emergency Management
Job Number	EMD2300004

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 **EMD2300004** on application.