

West Virginia Emergency Management Division

Statewide Interoperability Coordinator

NATURE OF WORK:

Under administrative direction, Coordinates governance structure and program management of West Virginia's interoperability efforts, supports allocation of the State's interoperable communications grant funds; participates in various committees as deemed necessary, and completes requested reports as necessary. Generates and maintains Lease documents and MOU's for the Statewide Interoperable Radio Network (SIRN) and the Integrated Flood Warning and Observing Program (FLOWS), and coordinates with potential partner agencies and companies on potential co-location opportunities.

Distinguishing Characteristics:

Participates in the monthly Statewide Interoperable Executive Committee (SIEC) and Regional Interoperability Committee (RIC) meetings.; Represents the State of West Virginia on the National Council of Statewide Interoperability Coordinators (NCSWIC); Assists with implementation of the National Emergency Communications Plan (NECP) and the Statewide Communications Interoperability Plan (SCIPs); Communicates regularly with stakeholders to ensure transparency; Liaise across different levels of government and all disciplines to build partnerships; and Provides state and local guidance, outreach and training support, while coordinating these activities with the EMD's Preparedness Section.

EXAMPLES OF WORK:

- Maintains listing of subject matter experts from stakeholders across the state, interoperable equipment, and resources, and maintains a radio programmer database, agency POC list, participating agency list, and approved SIRN hardware list.
- Assists in researching and policy development relating to interoperable communications.
- Assists jurisdictions with POC and information about connectivity and usage of the BTOP program.
- Coordinates grant funding, and oversight of communications grants investments and justification relating to interoperable communications.
- Review and approve two-way radio purchases and related services for any State of West Virginia agency and all purchases of said equipment and services which utilize state or federal grant funds, as per WV Code §15-14-4.
- Maintain and provide to state spending units the approved equipment lists as approved by the SIEC and approve any equipment not on the approved list before it is purchased.
- Provide recommendations and statewide priorities related to interoperable communications working with all agencies to provide the EMD Director the plans.
- Point of contact for the Statewide Interoperative Radio Network (SIRN) for local and outside entity's seeking information about the radio network.

Knowledge, Skills and Abilities

- Knowledge of radio frequencies and equipment to manage a statewide radio network.
- Knowledge of developing bid specifications, specifically as relates to communications and networking equipment.
- Ability to work effectively with users, technicians, and vendor representatives in resolving equipment and operations problems.

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- Ability to devise work and production schedules to meet user requirements as well as modify these same schedules to meet changing demands on personnel and equipment in emergency situations.
- Ability to prepare and present written and oral reports on equipment utilization and individual and group performance characteristics.
- Ability to work effectively with agency officials and the general public and to communicate effectively, orally and in writing.
- Ability to evaluate equipment and operational problems and working with technicians to identify problems and formulate solutions.
- Project management experience relating to major communications systems for a statewide or a multi-jurisdictional area.
- Other Duties as assigned.

MINIMUM QUALIFICATIONS

Training: Graduation from an accredited four-year college or university.

Substitution: Additional experience as described below may substitute for the above training on a year-for-year basis.

Experience: Three years of full-time or equivalent part-time paid experience in managing a state or equivalent civilian type computer or radio network, office planning, purchasing and implementation of hardware and software, system analysis, or supervision of computer or radio operations.

Substitution: A major in computer science may substitute for one year of required experience.

OTHER INFORMATION:

PG: 20 \$55,000 - \$65,000