



West Virginia Emergency Services Manager

SALARY	\$75,000 – \$83,000 Annually	LOCATION	Kanawha County, WV
	Full-Time Permanent		
JOB TYPE	DHS - Division of Emergency Management	JOB NUMBER	EMD2600012
DEPARTMENT		OPENING DATE	02/25/2026
		LOCATION OF VACANCY	KANAWHA

Nature of Work

This job opportunity is not in the classified service and is not covered by the West Virginia Division of Personnel merit system.

Performs the full range of supervisory duties including employee selection, work performance review, employee training, leave administration and employee discipline. Provide technical support to exercise and training programs, Coordinate with the State Exercise and Training Officers to ensure exercises and training are being completed properly. Coordinate with the WV Emergency Management Division planners as needed to ensure that progress is being made, take part in planning meets and activities as needed. Provide support to the development of the WV Hazard Mitigation Plan, Provide support to the WV State Emergency Response Commission and related programs. Work with WV EMD section chiefs to ensure that all training, exercise, and planning needs of the programs are being addressed.

Position 0606PE0585
Posting EMD2600012
1 Vacancy
Kanawha County

Minimum Qualifications

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

Substitution: Non-supervisory experience as listed below may be substituted for the required training on a year-for-year basis.

Experience: Five years of full-time or equivalent part-time paid experience in emergency management, federal program management, or military service, one year of which must have been in a supervisory or administrative capacity.

Substitution: Masters degree may be substituted for two years of the above listed non-supervisory experience.

Other Information

PG: 15 \$75,000 – \$83,000

Applications MUST be submitted directly to the contact(s) listed below by email or standard U.S. mail.

Mail applications to:
Melanie Thomas
1700 MacCorkle Ave. SE, 6th Floor
Charleston, WV 25314

Or email to: melanie.k.thomas@wv.gov

Please include posting number **EMD2600012** on application.

Please note: Applications of covered state employees submitted to the Division of Personnel are not forwarded to the Division of Emergency Management.

Employer

West Virginia

Address

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, West Virginia, 25305

Phone

(304) 558-3950

Website

<http://personnel.wv.gov>