



## West Virginia Emergency Services Specialist

<b>SALARY</b>	\$52,000 - \$57,000 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	EMD2600014
<b>DEPARTMENT</b>	DHS - Division of Emergency Management	<b>OPENING DATE</b>	04/10/2026
		<b>LOCATION OF VACANCY</b>	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.***

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.

Posting EMD2600014  
Position 0606PE0699  
1 Vacancy  
Kanawha County

### 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

## Other Information

PG: 10 \$52,000 - #57,000

Mail application to:

Melanie Thomas

1700 MacCorkle Ave. S.E., 6th Floor

Charleston, WV 25314

Or email application to: [melanie.k.thomas@wv.gov](mailto:melanie.k.thomas@wv.gov)

Please include posting number **EMD2600014** on application.

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

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### 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>

