



West Virginia Emergency Services Specialist, Senior

SALARY	\$47,000.00 - \$55,000.00 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	EMD2700006
DEPARTMENT	DHS - Division of Emergency Management	OPENING DATE	07/31/2026
		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.

This is a specialized position working within the RiskMap, Cooperating Technical Partners (CTP) Grant for updating mapping projects statewide. The RiskMap and CTP initiatives provide state-of-art spatial analysis and high-resolution mapping in support of higher standards of floodplain management and hazard mitigation. Plans and coordinates RiskMap/CTP program and rollout of RiskMap maps and data to communities, insurance agents, lending institutes and other partners. Develops and coordinates education and outreach programs to communities and other partners in order to expand the use and application of RiskMap/CTP technology. Assists in the development and execution of vendor applications for procurement of CTP technical services, completes quarterly reports and other aspects of grant management. Works with NFIP Coordinator to provide education and outreach statewide in the floodplain management program. Performs other duties as assigned.

Posting: EMD2700006

Position: 0606P00003

Vacancy 1

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: Two years 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 an accredited four year college or university with a major in physics, health physics, radiochemistry, nuclear engineering or radiation biology.

Substitution: Full-time or equivalent part-time paid experience as described below may be substituted for the training on a year-for-year basis.

Experience: Two years of full-time or equivalent part-time paid experience in electronics, instrumentation, or a related administrative field.

Special Requirement: Must obtain a license to handle radioactive materials from the Nuclear Regulatory Commission within one year from the date of employment.

Areas of Assignment:

Administrative Support Services

Communications

Operations and State Support Services

Radiological Maintenance Facility (RADEF)

Recovery and Local Support Services

Other Information

\$47,000 - \$55,000

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

Mail applications to: **Melanie Thomas**

WV Emergency Management Division

Building 2000 Box 1P

2001 Union Carbide Drive

South Charleston, WV 25303

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

Please include posting number **EMD2700006** 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>