West Virginia

Emergency Services Manager

SALARY	$64,000 - $68,000 Annually	**LOCATION**	Kanawha County, WV
JOB TYPE	Full-Time Permanent	**JOB NUMBER**	EMD2700008
DEPARTMENT	DHS - Division of Emergency Management	**OPENING DATE**	10/21/2026
		LOCATION OF VACANCY	KANAWHA
CIVIL SERVICE TYPE:	Classified-Exempt - This Position is Not Covered Under the DOP Merit System		

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 position oversees the day-to-day operation of six programs: Planning; Training and Exercise; Radiological Emergency Preparedness; Geographic Information Systems; the Liaison program; and the State Emergency Response Commission, Local Emergency Planning Committee, and Tier II program. The employee supervises several program managers and may directly supervise other staff. When the SEOC is activated, the employee serves as State Emergency Operations Center Director and coordinates the state's response with county, state, federal, and private sector partners. Within one year of employment the employee is required to obtain the following training: FEMA IS-100, IS-200, IS-700, IS-800 ICS-300 and ICS 400. Those with experience with the National Incident Management System, the Incident Command System and emergency operations center management will be given preference. Other advanced training such as the Professional Development Series, Advanced Professional Development Series, the National Emergency Management Basic or Advanced Academy, Certified Emergency Manager or Associate Emergency Manager, and HSEEP training would be favorable.

Employee must pass a criminal background screening, hold a valid driver's license, be able to work extended shifts of 12 hours or more during activations, and be able to travel both in and out of state including some overnight travel. May be required to perform other duties as assigned.

Posting: EMD2700008
Position: 0606PE0165
Vacancy 1
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 $64,000 - $68,000

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 **EMD2700008** 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