



West Virginia

Homeland Security Training and Exercise Coordinator

SALARY	\$45,000.00 - \$52,000.00 Annually	LOCATION	Kanawha County, WV
	Full-Time Permanent		
JOB TYPE	DHS - Division of Emergency	JOB NUMBER	EMD2400008
DEPARTMENT	Management	OPENING DATE	12/27/2023
		LOCATION OF VACANCY	KANAWHA

Nature of Work

EXEMPT POSITION

These positions provide technical support to homeland security training and exercise programs. Facilitate the development, coordination, evaluation and process methodology for preparedness and response training and exercise programs. This includes work related to developing standards and protocols related to the National Qualification System (NQS). These positions conduct HSEEP Workshops and other exercise development courses. Conduct and facilitate preparedness and response exercises. This includes attending exercise planning meetings, reviewing exercise documentation, and providing necessary support during all phases of exercise development.

Attend training courses to maintain the knowledge of current trends and developments in homeland security and emergency planning/response training and exercise development. This includes professional development training. Generate policy/guidance on determining the ability and progress of NIMS implementation required by the National Preparedness System (NPS).

Posting: EMD2400008

Positions: 0606PE0583 and 0606PE0588

2 Vacancies

Kanawha County

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited four year college or university.

Substitution: 1) Associate's degree from a regionally accredited college or university plus two additional years, than listed below, of full-time or equivalent part-time paid experience in adult training or classroom teaching that includes managing a personnel training budget. **OR** 2) Additional 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 adult training or classroom teaching that includes managing a personnel training budget.

Special Requirement: This is a security sensitive position. Applicants must successfully complete a background investigation and submit to a drug screening as a condition of employment.

Other Information

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 **EMD2400008** on application.

Please note: Applications of covered state employees mailed to DOP or completed via DOP's online method are not forwarded to the Division of Emergency Management.

Agency

West Virginia

Address

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

Phone

(304) 558-3950

Website

<http://www.personnel.wv.gov>