WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311

POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML130201
(Up to 3 Positions)

OPENING DATE: February 12, 2013 CLOSING DATE: February 26, 2013

LOCATION: West Virginia Army National Guard Joint Interagency Training and Education Center (JITEC), St. Albans, WV or at Camp Dawson, Kingwood, WV

JOB TITLE: MA Administrative/Operations Manager 4

WORKING TITLE: Office of Bombing Prevention Instructor

SALARY RANGE: $65,040 - $74,232

How to Apply: Anyone interested in applying for this position must submit a completed **WV Military Authority Application for Employment and resume** to: West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085 by the end of the closing date listed above.

Applications may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085 or at

http://www.wv.ngb.army.mil/jobs/staffing/Vacancy%20Announcements/MA.html

NATURE AND SCOPE OF WORK:

Performs complex and sensitive work as a training instructor for the Office of Bombing Prevention. Directs and manages all aspects of training and instruction designed to improve national preparedness for bombing threats at all levels of government and the private sector. Through the OBP Mobile Training Team (MTT), develops and presents specialized training to state, local and private sector partners to enhance awareness of terrorist threats to the Nation's critical infrastructure and key resources (CIKR). OBP workshops and training courses educate participants on strategies for detecting and mitigating these threats. Complements other strategic measures to protect critical infrastructure sites by developing the capabilities of facility security personnel to deter, detect, prevent, protect against and respond to IED (Improved Explosive Device) threats and other terrorist activities. May require statewide and national travel on short-

notice and for extended duration. Position requires a secret security clearance. Performs all other duties as assigned.

DUTIES AND RESPONSIBILITIES:

Instructs state, local and private sector partners at locations throughout the United States and its territories.

Plans, develops and validates bombing prevention training plans.

Determines and selects instructional design, methods and media.

Develops training materials to support objectives for the OBP Office in support of the Federal and State missions.

Prepares required training and statistical data to assess training comprehension.

Monitors progress and counsels students/participants on performance.

Prepares performance evaluations on each student in accordance with the approved Plan of Instruction (POI); upon successful completion, certifies competence level and ensures completion of required documentation.

Independently, or as a member of a working group, performs formal review of documentation (i.e. regulations, pamphlets, etc.) to update and/or resolve policy or doctrine problems.

Through research and development, maintains current knowledge of world-wide events and tactics, techniques and procedures (TTP's) being utilized by adversaries and terrorists groups.

Administers and evaluates examinations, course material, group table top exercises and other classroom assignments.

Performs a variety of support tasks to include maintaining the reference library, class material, preparation of routine and special reports, and a review of DHS-OBP applications.

Maintains professional relationships with senior members of Federal, State and Local offices and private sector organizations in order to keep current on curriculum and leadership development.

As member of Mobile Training Team (MTT), pre-arranges classroom locations, sets up AV equipment, makes billeting and travel arrangements and prepares required documentation to support travel requests.

Coordinates meetings, professional development courses and training at St. Albans, Camp Dawson, DHS-HQ or any other designated location.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the organizations and programs related to Federal and State homeland security and homeland defense.

Knowledge of current terrorism trends/organizations/objectives and the methods for preventing terrorism.

Knowledge of curriculum design/development techniques and adult learning concepts.

Knowledge of counterterrorism awareness, anti-terrorism, counterterrorism, terrorism awareness, security and/or terrorism prevention strategies, IED awareness.

Knowledge of techniques in surveillance and surveillance detection, counter surveillance, counter intelligence and/or special operations.

Knowledge of and extensive use of Microsoft Office Word, Excel and PowerPoint.

Ability to plan, develop, coordinate and present specialized training related to bombing prevention and critical infrastructure and key resources protection.

Ability to answer identified gaps in SWAT, canine, bomb squad and dive disciplines.

Ability to analyze complex technical data.

Ability to operate in a high OPTEMPO environment.

Ability to maintain effective working relationships with multi-agency, multi-level personnel from government, military and the private sector.

Ability communicate effectively, orally and in writing.

MINIMUM QUALIFICATIONS:

TRAINING: Bachelors Degree from an accredited college or university.

SUBSTITUTION: Experience in the subject matter area may substitute for the required training through an established formula.

EXPERIENCE: Five years of military or equivalent experience in developing and presenting homeland security, anti-terrorism, bombing prevention or related training, at least three years of which included experience in an overseas environment.

OTHER REQUIREMENTS:

1. Experience as a certified law enforcement officer or firefighter with relevant special skills (i. e. Bomb Technician, SWAT, sniper, investigations, etc.)

2. Possess the Total Army Instructor Trainer Course (TAITC) certificate or an equivalent instructor certification from a recognized Local, State, Federal or military or law enforcement institution.

3. Experience with conducting full-spectrum/all-hazards vulnerability assessments.

SPECIAL REQUIREMENTS:

1. Position is contingent upon receipt of continued Department of Homeland Security and/or Department of Defense funding.

2. This position falls under the West Virginia Public Employees' Retirement System (PERS).

3. CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

4. STATE POSITIONS ANNOUNCED BY THE ADJUTANT GENERAL ARE **AT-WILL EMPLOYMENT POSITIONS**. THE TERM AT-WILL EMPLOYMENT MEANS THAT THE EMPLOYEE MAY BE TERMINATED AT ANYTIME WITHOUT CAUSE.

5. Position requires active DOD secret security clearance.

JAMES A HOYER
Major General WVVARNG
The Adjutant General