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WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085

POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NO:ML160404

OPENING DATE: April 19, 2016 CLOSING DATE: May 3, 2016

LOCATION: Putnam County

JOB TITLE: MA Administrative/Operations Specialist

WORKING TITLE: Assistant Healthcare Systems Program Manager – Putnam County

SALARY RANGE: **$41,188 - $60,024**

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, 1703 Coonskin Drive, Charleston, WV 25311-1085.

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/default.html.

NATURE AND SCOPE OF WORK

Under general supervision, serves as an assistant to the Healthcare Systems Preparedness Program (HSPP) Director in Kanawha County by assisting with complex administrative and professional work in managing the WV Healthcare System Preparedness Program. The mission of the HSPP is to advance the capability of the WV healthcare system to respond to regional, statewide or national emergencies/major disasters. Duties will include assisting the HSPP Director in such areas as program planning; grant development, monitoring and reporting; coordination and oversight of grant activities within the agency and via external healthcare system partners. Assists in providing liaison and collaboration with multiple regional and state task forces, supporting and engaging local, regional and state partners, and participation in advisory councils. At times this position will represent the HSPP Director and, therefore, must be familiar with all aspects of the HSP Program. Will assist the HSPP Director in management of multiple program processes and activities, as well as strategic planning at the state level. Assists with monitoring of technical systems to ensure compliance with program requirements, federal grant benchmarks, applicable state code, rules and department policy. Participates in preparation of fiscal year budget for the Threat Preparedness Grant. Conducts analysis of process performance. Collaborates and networks with multiple organizations and personnel at the state and regional levels. Assists HSPP Director and the Public Health Emergency Preparedness (PHEP) Planner and other Center for Threat Preparedness staff with specific medical issue planning such as Ebola and Zika Virus response planning. Assists the public health preparedness and emergency planning functions of the PHEP Program in the development of Threat Preparedness plans and activities as directed. Performs other duties as assigned.

Must be available to participate in Center for Threat Preparedness Health and Medical emergency incident coordination 24/7/365 as part of the Health Command Team and support/participate in agency response.

PRINIPAL DUTIES AND RESPONSIBILITIES

Participates with HSPP Director to monitor program processes for effectiveness and compliance with grant guidelines, agency policy and state and federal code and regulations.

Provides technical assistance to local agencies in subject matter areas such as writing of facility and regional Healthcare System Preparedness and Response Plans.\

Develops and writes grant applications and monitors the distribution of grant funding to appropriate organizations.

Develops training programs and objectives; coordinates and evaluates preparedness and response training exercises.

Performs programmatic research, analysis and development of scheduled organizational and financial reports and transmits same through chain of command.

Facilitates ad hoc teams tasked with providing input into program direction or accomplishing program tasks.

Attends meetings with federal, state and local stakeholders and provides liaison activities and technical consultation.

Represents agency and/or HSPP Director in various settings including public speaking engagements and federal meetings.

Travels and attends meetings, conferences and seminars both in and out of state.

Assists PHEP activities for the Center for Threat Preparedness at the state level by participating in planning and preparedness exercises with multiple partners such as Division of Homeland Security and Emergency Management (DHSEM).

Assists in preparing planning outputs such as All-Hazard Plans, Risk Communication Plans and Continuity of Operations Plans.

Participates and facilitates Multi-Agency Planning and Advisory Committee meetings.

Using current Homeland Security Exercise Evaluation Program guidance, assists with items such as the Training and Exercise Planning Workshop, and updating multi-year training and exercise plans.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Department of Homeland Security National Incident Management System (NIMS), Incident Command System (ICS) and Homeland Security Exercise Evaluation Program (HSEEP) processes and principles.

Knowledge of grants management procedures, protocols and techniques.

Knowledge of state and local organizations, resources and capabilities relating to the area of assignment.

Skill in consensus development, communication, team building, mediation and collaboration.

Skill in the use of word processing, spreadsheets, presentation software, email and internet systems.

Ability to develop, implement, coordinate and evaluate threat preparedness and public emergency plans.

Ability to analyze complex data and programmatic issues and to develop appropriate solutions.

Ability to communicate effectively with a wide variety of officials in business, military, government and with the general public.

Ability to simultaneously oversee and monitor numerous program activities and processes.

Ability to work effectively for long periods in stressful situations.

Ability to exercise sound judgment and decision making.

MINIMUM QUALIFICATIONS

TRAINING: Bachelor's Degree from a regionally accredited four-year college or university.

SUBSTITUTION: Additional experience as described below may be substituted for the required training on a year-for-year basis.

EXPERIENCE: Four years of full-time or equivalent part-time paid or volunteer experience in healthcare, public health, emergency management, threat preparedness grant management or equivalent military experience.

SUBSTITUTION: Post-graduate education in a field related to the technical or program area may be substituted for the required experience on the basis of fifteen semester hours for one year of experience.

SPECIAL REQUIREMENTS

1. Position is contingent upon the continued receipt of federal funds.
2. This position falls under the WV Public Employees Retirement System.
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 POSITONS**. THE TERM AT-WILL EMPLYMENT MEANS THAT THE EMPLOYEE MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.
5. May require security clearance.

JAMES A. HOYER
Major General, WVARNG
The Adjutant General