

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

**POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML160803**

OPENING DATE: August 12, 2016

CLOSING DATE: August 26, 2016

LOCATION: Region I which includes Pleasants, Wood, Ritchie, Wirt, Jackson, Kanawha Putnam, Roane Clay or Calhoun.

JOB TITLE: MA Administrative/Operations Specialist

WORKING TITLE: Homeland Security Area Liaison

SALARY RANGE: \$39,684 – \$59,520

How to Apply: Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Employment Application and resume to: WV Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-5000.**

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

NATURE AND SCOPE OF WORK

Under general supervision, performs highly complex and sensitive infrastructure protection and public safety intelligence coordination work as well as serves as a liaison during major emergency responses as Area Liaison with the Division of Homeland Security and Emergency Management. Facilitates greater capacity in and more comprehensive integration of information and resources in risk assessment and planning on the impact of catastrophic incidents in the area. Assists local, regional and state entities, private sector and non-governmental agencies and organizations in developing and coordinating National Infrastructure Protection Plan resources and capabilities and in meeting Department of Homeland Security and FEMA grant requirements. Supports the overall effectiveness of the Office of Homeland Security and the West Virginia Intelligence/Fusion Center (WVI/FC) through public education programs regarding the mission of WVI/FC and the WVI/FC liaison program as well as other programs as may be required by the Director of DHSEM. Serves as liaison between the Division of Homeland Security and Emergency Management and local jurisdictions. Requires statewide and regional travel on a regular basis. As part of an area homeland security and emergency management team, employee may be required to work for extended periods of time under stressful conditions at any location in the state as may be required as a result of emergency situations Must have available reliable motor vehicle transportation for travel in the assigned area and statewide. Performs related work and other duties as assigned.

PRINCIPAL ACCOUNTABILITIES

Coordinates the efforts of local, state, federal, private sector and non-governmental agencies and organizations in the assigned region to prepare West Virginia for the impact of catastrophic incidents.

Coordinates efforts to strengthen preparedness for catastrophic events with emphasis on cross-sector, multijurisdictional and interagency cooperation.

Supports the regional efforts of the WV Division of Homeland Security and Emergency Management to comply with the directives and initiatives of the U. S. Department of Homeland Security including the National Incident Management System and Continuity Planning and assisting public and private entities to meet Homeland Security grant eligibility requirements.

Coordinates the efforts of counties in the assigned region to protect the state's critical assets through implementation of the National Infrastructure Protection Plan.

Coordinates the homeland security and infrastructure protection efforts of counties in the assigned region to support the more efficient use of human and material resources from the private sector and non-governmental entities.

Develops familiarity with and assists in educating the public on the mission of the West Virginia Intelligence/Fusion Center (WVI/FC)

Assists in the dissemination of literature, videos and other materials explaining the mission of WVI/FC.

Actively works in partnership with local, regional, state and federal entities on the WVI/FC Liaison Program (FLO).

Maintains regular contact and dialog with WVI/FC in order to exchange information and to distribute intelligence from the WVI/FC.

In conjunction with the WV Statewide Interoperable Coordinator assists with all programs necessary to promote and deploy interoperable communications for the State.

Assists in the collection and assimilation of information for the annual revision of the State Homeland Security Strategy, assessment of the impact and effectiveness of grant expenditures, and measurement of capabilities as required through the National Preparedness Goal and Presidential Policy Directive 8.

Assists branches of the Division of Homeland Security and Emergency Management, provide information to and gather information from local government, non-governmental agencies and the private sector regarding disaster preparedness, response, recovery and mitigation activities.

Coordinates the development of Homeland Security subgrant applications for submission to the State Administrative Agency which involves working with regional prioritization committees.

May assist with the organization and development of monthly reports relative to Homeland Security subgrant awards to the region

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of national and state homeland security policies, the National Response Framework (NRF), the National Disaster Recovery Framework (NDRF) and the Incident Command System (ICS).

Knowledge of the National Incident Management System (NIMS) and Continuity Planning.

Knowledge of the National Infrastructure Protection Plan.

Knowledge of state-level emergency management protocols and practices including preparedness, response, recovery and mitigation operations.

Knowledge of civil and military emergency preparedness and response operations and capabilities, with particular emphasis on infrastructure protection.

Knowledge of project management principles, methods and techniques.

Ability to coordinate groups and resources from local, state, federal and private sector organizations in preparing for catastrophic events and in supporting implementation of the National Infrastructure Protection Plan.

Ability to assist public and private entities to comply with directives and initiatives of the Incident Command System and Continuity Planning.

Ability to effectively apply organizational skills and project management principles to homeland security projects involving cross-sector, multijurisdictional emergency management groups and other stakeholders.

Ability to persuade and dissuade others in matters of critical importance.

Ability to educate local governments, law enforcement agencies and the public on the operation and resources of the West Virginia Intelligence/Fusion Center and to be actively involved in the WVI/FC Liaison Program.

Ability to learn and remain current on the Homeland Security grant guidelines and then help ensure the guidelines are followed at the local level.

Ability to work in a diverse, multi-tasking environment requiring prioritization of tasks and deadlines.

Ability to communicate effectively with a wide variety of officials in federal, state and local governments, military staff and private sector officials.

Ability to use computers and software applications appropriate for the required duties.

Ability to express ideas clearly and effectively, orally and in writing.

MINIMUM QUALIFICATIONS

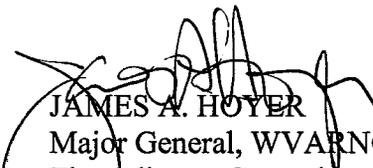
TRAINING: Bachelor's degree from an accredited four-year college or university. Preference may be shown to applicants with any of the following: (1) a degree in emergency management, public safety, public policy, program/project management or related field; (2) completion of advanced military education equivalent to completion of Command and Staff college program; (3) professional certification in emergency management or related field; or (4) completion of formal training in joint operations training or civil-military support.

SUBSTITUTION: Experience as described below may substitute for the required training on a year-for-year basis.

EXPERIENCE: Two years of professional paid experience in emergency management, joint operations planning, law enforcement or comparable military training, grants management, public administration or project management.

SPECIAL REQUIREMENTS

1. POSITION IS CONTINGENT UPON CONTINUED RECEIPT OF DEPARTMENT OF HOMELAND SECURITY FUNDING.
2. THESE POSITIONS FALL UNDER THE WEST VIRGINIA 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 POSITIONS**. THE TERM AT-WILL EMPLOYMENT MEANS THAT THE EMPLOYEE MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.
5. MUST BE ABLE TO OBTAIN AND MAINTAIN A SECRET SECURITY CLEARANCE.


JAMES A. HOYER
Major General, WVARNG
The Adjutant General