

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

**POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER: ML181206**

**OPENING DATE:** December 17, 2018 **CLOSING DATE:** January 11, 2019

**LOCATION:** West Virginia Military Authority, 1703 Coonskin Drive Charleston, WV 25311

**JOB TITLE:** MA Administrative/Operations Manager 1

**WORKING TITLE:** Radiological Emergency Preparedness (REP) Program Manager

**SALARY RANGE:** \$40,188 - \$60,024

**How to Apply:** Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Application for Employment and resume** to West Virginia Military Authority, Attn. HR-Employment Application, 1703 Coonskin Drive, Charleston, WV 25311-1085 or email to [Deborah.s.taylor28.nfg@mail.mil](mailto:Deborah.s.taylor28.nfg@mail.mil) by the end of the above closing date.

Applications for Employment may be obtained at <http://www.wv.ng.mil/HRO/>

**NATURE AND SCOPE OF WORK**

Under administrative direction, performs complex managerial, technical, and supervisory work in the successful administration of Radiological Emergency Preparedness (REP) Program of the Division of Homeland Security and Emergency Management (DHSEM). Responsible for all aspects of program development, planning, coordination, evaluation and implementation. Requires statewide travel on a regular basis. As an integral part of the 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 a result of emergency situations. Performs related work as assigned.

**PRINCIPAL ACCOUNTABILITIES**

Develops, plans, organizes, coordinates and evaluates the REP program on a statewide basis.

Supervises the work of the REP program specialists; plans, organizes, coordinates, analyses and evaluates work assignments.

Coordinates planning work in disaster preparedness and emergency response as part of the State REP plan.

Coordinates plans for disaster preparedness and response with FEMA, WVNG, other federal, state and local agencies and stakeholders with an emphasis on cross-section, multi-jurisdictional and interagency cooperation.

Develops plans to advance state and local capabilities for the prevention, response and mitigation of radiological disaster emergencies and scenarios.

Coordinates with the Beaver Valley Station (BVPS), FEMA and various other local, state and federal agencies and other stakeholders to develop and maintain the State REP program and associated plans.

Maintains the State REP plan in an updated status at all times.

Recruits, trains and evaluates state and local personnel for the prevention, response and mitigation of radiological emergencies.

Serves as the state primary point of contact (POC) and local government liaison for the REP program.

Prepares and reconciles program budget; prepares and submits required budget and related reports in accordance with state and federal requirements.

Plans, coordinates, analyses and evaluates radiological and nuclear exercises in accordance with the State REP and established protocols.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of federal and state regulations, laws and standards governing the Radiological Emergency Preparedness program; of the various federal, state and local organizations, stakeholders and other partners in the areas of homeland security and emergency management; of state and local level emergency management protocols and practices including preparedness, response, recovery and mitigation operations; of the general plans and functions and capabilities for radiological emergency preparedness at the local, state and federal levels; and, of established practices, techniques and procedures in the use, testing and calibration of instruments related to radiological equipment and services.

Skill in the use of personal computers and related software applications.

Ability to use standard office automation programs such as word processing and spreadsheets; to maintain effective working relationships with private sector officers, state and federal officials and the general public; to apply program organization skills in the area of assignment; to work in a multitasking environment requiring prioritization of tasks and deadlines; and, to communicate effectively, orally and in writing.

## **MINIMUM QUALIFICATIONS**

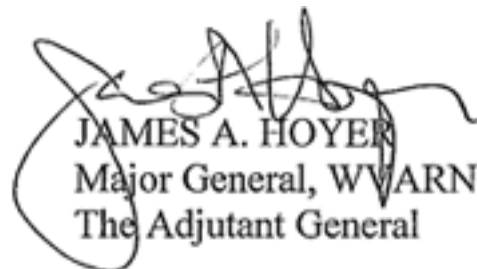
**TRAINING:** Bachelor's degree from an accredited college or university. Preference may be shown to applicants with any of the following: (1) a degree in physics, health physics, radio-chemistry, nuclear engineering or radiation technology; (2) a degree in emergency management, public safety, or related field; (3) professional certification in emergency management or directly related field; or, (4) comparable military training.

**EXPERIENCE:** Four years of full-time or equivalent part-time experience in radiologic technology, emergency management, joint operations planning or comparable military experience.

**SPECIAL LICENSE REQUIREMENT:** Employee must obtain a license to handle radioactive materials from the Nuclear Regulatory Commission within one year from date of employment.

## **SPECIAL REQUIREMENTS**

1. Position is contingent upon continued receipt of federal funding.
2. This position falls under the West Virginia Consolidated Public 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. Position requires security clearance and background check.
6. Position requires a pre-employment drug screen.



**JAMES A. HOYER**  
Major General, WVARNG  
The Adjutant General