

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

**POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML181205**

OPENING DATE: December 17, 2018

CLOSING DATE: January 11, 2019

LOCATION: WEST VIRGINIA DIVISION OF HOMELAND SECURITY AND
EMERGENCY MANAGEMENT, 1703 COONSKIN DR, CHARLESTON, WV 25311

JOB TITLE: MA Administrative/Operations Assistant 3

WORKING TITLE: DHSEM SARA Title III Coordinator

SALARY RANGE: \$36,564 - \$54,684

How to Apply: Anyone interested in applying for this position must submit a **completed WV Military Authority Application and resume** to: WVMA Human Resources, Attn. Employment Application, 1703 Coonskin Drive, Charleston, West Virginia 25311-5000 or email to Deborah.s.taylor28.nfg@mail.mil. Applications must be received by the end of the closing date noted above.

Applications may be obtained from <http://www.wv.ng.mil/HRO/>

NATURE AND SCOPE OF WORK

Under general direction, performs complex administrative and technical work in the oversight of the Hazardous Material Emergency Preparedness (HMEP) program of Division of Homeland Security and Emergency Management (DHSEM) which provides public, local government, fire departments, emergency officials and facilities information concerning potential chemical risks in the community. This federal grant program is funded through the Superfund Amendments and Reauthorization Act (SARA) and the Emergency Planning and Community Right-to-Know Act (EPCRA) which requires states to develop and implement state and local plans and capabilities for reporting information regarding the use, storage, production and release of hazardous materials. Serves as HMEP grant manager for DHSEM. Responsible for all aspects of the HMEP program to include development and implementation of procedures, forms and systems for the collection and availability of required information, providing policy guidance and technical assistance to local emergency preparedness committees (LEPC). As an integral part of the Homeland Security and Emergency Management team, this 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 other duties as assigned.

PRINCIPAL ACCOUNTABILITIES

Oversees the Tier II reporting system under the HMEP program; manages the toxic release inventory (TRI) reporting system within the HMEP program.

Establishes procedures for the receipt and processing of public requests for information collected under the Tier II reporting system, for the receipt of emergency release notification, and for hazardous chemical inventory data.

Develops state policy, guidance, systems and procedures for distribution to local emergency preparedness committees (LEPC).

Receives and processes public requests regarding emergency response plans, material safety data sheets (MSDS), hazardous chemical release forms, and emergency response notices.

Ensures the timely notification of the public, local governments, fire departments and emergency responders on hazardous material releases and potential chemical risks in the community.

Supports the work of the State Emergency Preparedness Committee (SEPC) through management of the Tier II reporting requirements for West Virginia facilities.

Oversees data collection and reporting of the toxic release inventory

Assists Local Emergency Preparedness Committees and other stakeholders in the development of emergency response plans for the prevention, response and mitigation of hazardous material releases.

Manages HMEP grant funding and reporting in accordance with applicable laws, regulations and guidelines.

Establishes accounts to enable financial monitoring and tracking of grant receipts and expenditures.

Develops and implements accounting and grants management procedures to facilitate grant compliance in accordance with DOT guidelines.

Documents and provides monthly, quarterly and yearly grant funds reports as specified in the Notice of Funding Award (NOFA).

Conducts assessments of local emergency preparedness plans and makes recommendations for improvement.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of federal and state regulations, laws and guidelines governing the hazardous materials emergency preparedness (HMEP).

Knowledge of the hazardous material emergency preparedness organizations, programs and capabilities at the state and local government levels.

Knowledge of grants management procedures at the federal and state level.

Skill in the use of personal computers and related software applications

Ability to use standard office automation programs such as word processing and spreadsheets.

Ability to manage federal grants funds and reporting requirements.

Ability to use mature judgment.

Ability to maintain effective working relationships with state and local emergency management personnel, private sector officials and the public.

Ability to communicate effectively with a wide variety of officials in federal, state and local government and military and industry personnel.

Ability to work in a multitasking environment requiring prioritization of tasks and deadlines.

Ability to express ideas clearly and concisely in writing.

Ability to react quickly and calmly in emergency situations and to work for extended periods of time under stressful conditions.

MINIMUM QUALIFICATIONS

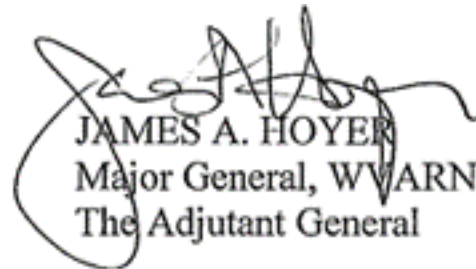
TRAINING: Graduation from an accredited four-year college or university.

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

EXPERIENCE: Four years of full-time or equivalent part-time paid experience in grants management, hazardous materials reporting, emergency management program operation at the federal, state or local level or comparable military experience.

SPECLAL REQUIREMENTS:

1. Position is contingent upon receipt of federal 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 MEANS THAT THE EMPLOYEE MAY BE TERMINATED AT ANYTIME WITHOUT CAUSE.
5. MUST BE ABLE TO OBTAIN AND MAINTAIN A SECRET SECURITY CLEARANCE.
6. A Pre-employment drug screen is mandatory.



JAMES A. HOYER
Major General, WVARNG
The Adjutant General