

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085
VACANCY NUMBER ML240804**

OPENING DATE: 9 August 2024

CLOSING DATE: 22 August 2024

LOCATION: West Virginia Military Authority, Charleston Armory Complex – JFHQ, Charleston, WV

JOB TITLE: MA Administrative Operations Manager 4

WORKING TITLE: Anti-terrorism Program Manager

SALARY RANGE: \$ 62,250 - \$93,776

How to Apply: Anyone interested in applying for this position must submit a completed WV Military Authority Application and resume to: WV Military Authority, 1703 Coonskin Drive, Charleston, West Virginia 25311-5000 or email to ng.wv.wvarng.list.ma-hro@army.mil

Applications may be obtained from the West Virginia Military Authority web site: <https://militaryauthority.wv.gov/FormSearch/WVMA%20Application.pdf>

NATURE OF WORK

This position is located in the West Virginia Army National Guard (WVARNG) Provost Marshal Branch at Joint Force Headquarters in Charleston, WV. This position's primary responsibility is complex and highly sensitive managing the Anti-terrorism Program within the WVARNG. Major accountability is held to the highest standards to develop, implement, manage and monitor a comprehensive Anti-terrorism Program for protecting/reducing the vulnerability of state/installation personnel, information, critical resources, key assets, and critical infrastructure from acts of terrorism.

Responsibilities include program budgeting, developing policies and providing expert guidance, coordinating and monitoring threat and vulnerability assessments. Develop and implement various levels of anti-terrorism training, consultation within meetings held with the Protection Working Group and WVARNG Executive Committee on resource management requirements. Oversee mandatory standards and guidance on anti-terrorism contingency plans at the state, regional and local levels; conduct annual program reviews on installation military construction projects; plans and monitor exercise and attack warning system and drills.

An important aspect of the position is the ability to coordinate complex and varied Anti-terrorism Program components and to resolve program and jurisdictional conflicts. Work requires extensive contact and collaboration with senior WVARNG and WVANG officers/executives, Federal, State and Local Law Enforcement. Successful applicant must have and maintain a SECRET or higher security clearance. Performs related work as required.

EXAMPLES OF WORK

Consult through WVARNG Executive Committee recommendations for input to The Adjutant General on the West Virginia National Guard Anti-terrorism Plans, guidance, and mandatory standards for protecting/reducing vulnerability of state/installation personnel, information, critical resources, key assets, and critical infrastructure from acts of terrorism.

Assist the WVARNG Provost Marshall in the coordination and synchronization with state and local authorities to develop, update, and support installation Anti-terrorism plans. Coordinate methodology for Random Anti-terrorism Program through annual Organizational Inspection Program (OIP) assessments.

Assist the WVARNG Protection Working Group to coordinate with Federal, State and Local Law Enforcement to conduct, publish and disseminate threat assessments, and assist subordinate elements in conducting threat assessments.

Coordinate with WVARNG Random Anti-terrorism Measure Program (RAMP) with the WVNG J3 and prepares or directs preparation and maintenance of contingency plans for mitigation, alert, response, recovery and reporting of anti-terrorism events or actions.

Assist the West Virginia National Guard Operations and Plans in the development of annual Anti-terrorism exercises.

Conducts Annual Anti-terrorism Program Reviews and evaluate subordinate programs for the West Virginia National Guard Executive Committee.

Organize command and staff relationships; establish a functional Anti-terrorism Committee and Threat Working Group.

Collects data and prepares reports with recommendations for the WVARNG in establishing resource management requirements for Anti-terrorism Committee and Protection Working Group meetings.

Provide anti-terrorism resource management and ensure Anti-terrorism funding requirements are identified during the Program Objective Memorandum (POM) and prioritized based on threat vulnerabilities.

Conducts Anti-terrorism review on installation military construction (MILCON) projects to determine risk assessment, design level of protection, and compliance with Department of Defense (DoD) Unified Construction for Facilities (UFC's).

Ensure Levels I - IV Anti-terrorism training is conducted and Anti-terrorism training is incorporated into unit training plans and pre-mobilization training.

Review for accuracy and prioritization of the WVARNG Anti-terrorism Program on a database of record.

Collaborates with the WVARNG Provost Marshall for High Risk Personnel (HRP) security measures to ensure individuals receive appropriate security and additional terrorist attack training per Army Regulation 190-58.

Monitors and plans an exercise and attack warning system and participates in the conduct of drills on emergency evacuation and procedures.

Coordinates with West Virginia Air National Guard (WVANG) counterpart to ensure Joint efforts in both WVARNG and WVANG Anti-Terrorism Programs are maximized and effectively coordinated.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the theory, principles, protocols and techniques of anti-terrorism program, organization, implementation and evaluation.

Knowledge of federal and state anti-terrorism laws, regulations, plans and policies.

Knowledge of the Anti-terrorism functions, capabilities and resources of military and military law enforcement units in the state.

Knowledge of Anti-terrorism attack warning systems and emergency evacuation procedures and drills.

Knowledge of the principles and techniques of anti-terrorism threat assessments and vulnerability assessments.

Knowledge of Anti-terrorism training protocols and techniques.

Knowledge of program budgeting techniques related to anti-terrorism programs.

Ability to plan, organize, coordinate and monitor comprehensive statewide anti-terrorism programs.

Ability to review and evaluate the effectiveness of state and local anti terrorism programs

Ability to establish and collaborative associations with WVARNG/WVANG officers and executives to provide guidance and technical assistance on anti-terrorism programs.

Ability in lieu of formal authority to persuade and dissuade others on critical policy and programs issues.

Ability to collect data and prepare technical reports.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to monitor and coordinate vulnerability assessments for deploying military units.

MINIMUM QUALIFICATIONS (Completion within 2 years of employment)

- Must possess and maintain a Secret or higher security clearance
- Completion of Anti-terrorism Officer Basic Course (AT Level II)
- Completion of Anti-terrorism Officer Advance Course (ATOAC)
- Completion of US Army Corp of Engineer Security Design Course
- Two years of experience managing State or Territory level Anti-terrorism programs

SPECIAL REQUIREMENTS

1. Position is contingent upon receipt of continued DoD funding.
2. This position falls under the West Virginia Public Employees' Retirement System (PERS). Members of the Teachers Retirement System (TRS) or Teachers Defined Contribution (TDC) may contact the West Virginia Consolidated Public Retirement Board, Capitol Complex, Building 5, Suite 1000, Charleston, WV 25305, Phone: 304-558-3570. The rule for transfer of retirement contributions depends on the applicant's current employment status.
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. This is a non-critical sensitive position requiring employee to pass a Tier 3 Federal background check to obtain and maintain a SECRET Security Clearance.

Murray "Gene" Holt, II, Director
West Virginia Military Authority