

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

**O&M AGREEMENT POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML251103**

OPENING DATE: 5 November 2025

CLOSING 12 December 2025

LOCATION: Army Training Site (ATS), Camp Dawson, Kingwood, WV

JOB TITLE: MA Administrative Operations Manager 4

WORKING TITLE: WVMA Camp Dawson Fire & Emergency Services Coordinator

SALARY RANGE: \$62,250.00 - \$80,000.00

MILITARY MEMBERSHIP: Military Membership is not required; however, preference will be given to current members or persons eligible for membership in the West Virginia National Guard.

GENERAL DESCRIPTION OF WORK: Performs day-to-day liaison, coordination, communication, training, budget planning, budget management, and administrative support.

HOW TO APPLY: Anyone interested in applying for this position must submit a "State of West Virginia Military Authority-- Application for Employment" form to West Virginia Military Authority, Attn HR-Application for Employment, 1703 Coonskin Drive, Charleston, WV 25311 or email to ng.wv.wvarng.list.ma-hro@army.mil or fax to 304-561-6321, on or before the closing date noted above.

Applications may be obtained West Virginia Military Authority website at:
<https://militaryauthority.wv.gov/FormSearch/WVMA%20Application.pdf>

NATURE OF WORK:

Under the Construction Facilities Management Office (CFMO) administrative direction, performs a variety of day-to-day liaison, coordination, communication, training, and administrative support activities in support of the WV Military Authority (WVMA) Fire and Emergency Management (FEM) Program.

Responsibility for management and coordination of CFMO Camp Dawson WVMA FEM operations may be delegated to this class; successful performance of the work requires skill in interfacing with a variety of individuals, groups, and organizations, as well as sufficient analytical and writing skills to develop and coordinate implementation of long-range plans and programs.

This position will coordinate with state level management assisting the development, modification and ongoing implementation of a coordinated state-wide WVMA FEM response, mitigation and recovery program utilizing resources and meeting state and federal guidelines and requirements.

DUTIES AND RESPONSIBILITIES:

Acts as the Program Manager in planning, formulating and updating a variety of FEM response event responses and management plans.

Acts as the FEM Manager in managing WVMA Camp Dawson Emergency Services, accepts overall responsibility for the budget monitoring, staff supervision, and modification and implementation of a coordinated emergency response.

Coordinates with leadership in establishing goals, policies, and performance standards for Office of FEM Services Staff. Directs and oversees the work of professional, technical, and office support staff on a day-to-day basis and/or on special projects. Including scheduling meetings; setting agendas; facilitating meetings; and capturing & tasking any follow-up actions to the appropriate staff or agency.

Coordinates with the Operational management staff in developing and implementing FEM plans; ensures that such departmental plans coordinate with state-wide disaster management plans and are in compliance with state and federal requirements.

Advises and effectively communicates to the general or targeted population emergency instructions and information utilizing the Emergency Alert System (EAS), Telephone Emergency Notification System (TENS) media and other mechanisms or systems as available.

Advises, briefs, and recommends actions based on situation analysis and assessments.

Oversees periodic training sessions, creates and conducts exercises for department and private sector staff to ensure readiness, efficiency and effective response.

Evaluates the effectiveness and efficiency of FEM exercisers and event responses with regard to the Camp Dawson Fire Department.

During incidents of FEM events under the direction of CFMO Leadership assists the Camp Dawson Post Commander in the administration of the FEM Operations Center on Post.

With a variety of WVMA staff and volunteer groups, develops interest in FEM activities. Prepares a variety of educational, event training and information materials.

Maintains accurate records and files; prepares a variety of statistical and narrative reports, including incident status reports for reimbursement by state and federal agencies.

Responsible for the development execution of the Camp Dawson Fire Department recruitment. Recruitment will be executed in support of West Virginia National Guard leadership's direction and state code, currently supporting the hiring of dual status firefighters IAW WV State Code §15-1B-26 sub para.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of budget management and practical applications thereof.

Skill in the use of personal computers and applicable software and related databases. Knowledge of Microsoft Office Suite software. Ability to effectively be able to create professional products with applications such as Microsoft Word, Excel, Power Point; Microsoft Power Bi experience preferred.

Knowledge of theory, principles and practices of fire and emergency management operations.

Knowledge of fire and emergency management mandates, protocols, functions, plans, policies, regulations and capabilities and resources at the federal, state and local levels.

Knowledge of strategic and operational planning techniques related to fire and emergency management.

Knowledge of the principles and practices of effective supervision.

Ability to effectively communicate orally and in writing, with leadership, subordinates, stakeholders, and support staff.

Ability to read, comprehend, and become the authority on spending guidance, for assigned funding Management Decision Packages (MDEP).

Ability to plan, coordinate, delegate and evaluate the work of subordinate employees.

Ability to compile, analyze and utilize statistical data related to assigned programs and responsibilities.

Ability to prepare regular and special reports on fire and emergency management program operations and activities.

Ability to maintain effective working relationships with federal, state and local officials and the general public.

MINIMUM QUALIFICATIONS

TRAINING: Graduation from an accredited four-year college or university in Fire Emergency Management or a relevant four-year college degree.

SUBSTITUTION: Five years of relevant experience as described below may substitute for the required training on a year for year formula

EXPERIENCE: Five years of supervisory, full-time paid experience in fire and/or emergency management, program/project management, or related field.

SPECIAL REQUIREMENTS

1. Position is contingent upon continued receipt of 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. Must pass a Federal Tier 1 background check and have and maintain personal identification in compliance with the Federal Real ID Act.
5. Candidates shall be required to complete Fire Officer 1,2,3,4 and prerequisites within 36 months or provide certificates of completion.

6. Candidates must pass an initial psychological evaluation for employment.
7. Selected applicant will be required to pass an initial and maintain annual physical and fitness test as outlined in NFPA 1582.

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