



Wood County Central Telecommunications Center

**Wood County, WV E911
Homeland Security and Emergency
Management**



APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address	Apartment/Unit #		
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	

Position Applied for

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for Wood County? YES NO If so, when?

Are you related to any current Wood County employee? YES NO Name

Have you ever been convicted of a felony? YES NO If yes, explain

EDUCATION

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

PREVIOUS EMPLOYMENT

Company _____ Phone _____
 Address _____ Supervisor _____
 Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
 Responsibilities _____
 From _____ To _____ Reason for Leaving _____
 May we contact your previous supervisor for a reference? YES NO

Company _____ Phone _____
 Address _____ Supervisor _____
 Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
 Responsibilities _____
 From _____ To _____ Reason for Leaving _____
 May we contact your previous supervisor for a reference? YES NO

Company _____ Phone _____
 Address _____ Supervisor _____
 Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____
 Responsibilities _____
 From _____ To _____ Reason for Leaving _____
 May we contact your previous supervisor for a reference? YES NO

MILITARY SERVICE

Are you a veteran? Yes | | No | |
 Are you a member of the National Guard or Reserves? Yes | | No | |

OTHER

Driver's License |
 Additional Skills, Certifications |

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature _____ Date _____

WOOD COUNTY
Job Description

JOB TITLE: Assistant Director/ Homeland Security/Emergency Management / 9-1-1

PURPOSE:

In view of the existing and increasing possibility of the occurrence of disasters of unprecedented size and destructiveness and large-scale threats, resulting from terrorism, enemy attack, sabotage or other hostile action, or from fire, flood, earthquakes or other natural or man-made causes and in order to insure that preparations of this county will be adequate to deal with the disasters and large-scale threats, and generally to provide for the common defense and to protect the public peace, health and safety and to preserve the lives and property of the people of the county, it is found and declared to be necessary to establish the Department of Homeland Security and Emergency Management

SUMMARY:

The Wood County Office of Homeland Security and Emergency Management operates under West Virginia State Code 15-5. The Homeland Security and Emergency Management Assistant Director operates under the general supervision of the Director and is responsible for the organization and administration of a civil preparedness program designed to protect the population, as well as public and private property in the local jurisdiction and area of responsibility. In addition, the Assistant Director in absence of the Director may be responsible for the coordination of the operations of all governmental and non-governmental forces, including serving as a Point of Contact for the Department of Homeland Security, FEMA, West Virginia Emergency Management Division, EPA, State Police, local law enforcement, all fire department and emergency response personnel and all elected county and municipal officials, in the event of an emergency.

ESSENTIAL DUTIES AND RESPONSIBILITIES: includes but not limited to the following:

1. Develops and conducts digital mapping, database, and record management. This includes development of procedures and the preparation of reports and correspondence.
2. Plan, organize, and coordinate the countywide 9-1-1 system with emphasis on relationships between Public Safety Answering Points.
3. Consult with, assist, and advise user representatives and emergency service providers to obtain required coordination, support, and problem resolution.
4. Establish and manage administrative and fiscal programs for the local emergency services in accordance with local, state, and federal program directives, guidance, and practices.
5. Identify possible deficiencies in system hardware and software.
6. Develop and present budget proposals to the Director and perform long-range resource planning, as required. Compiles statistical data and verify statistical reports and inventory control.

7. Attend meetings with public boards and organizations, news media, etc., as required, for public dissemination of information about WVEMD. Resolve complaints and issues related to the operations.
8. Resolve addressing problems and review road name change petitions.
9. Floodplain Management Duties. Includes, but not limited to;
 - a. Reviewing and taking action on floodplain permit requests.
 - b. On-site inspection of construction sites to ensure compliance.
 - c. Complete FEMA Floodplain Management Course G-273.
 - d. Work with other agencies to ensure a community approach for emergency preparedness.
10. Maintain office equipment and department vehicle.
11. Maintain a proactive relationship with various emergency services (police, fire, emergency medical, etc.) to ensure optimum coordination between these groups and Emergency Services.
12. Continue to strengthen knowledge in homeland security-emergency services by periodic attendance of workshops, seminars, and professional development/technical training courses.
13. Perform feasibility studies for future projects.
14. Respond to all public safety events involving terroristic threats or actions, hazardous materials release incidents of reportable quantity in the county, and report them to the West Virginia Department of Environmental Protection and the West Virginia Emergency Management Division.
15. Review and Maintain Wood County policies of Homeland Security that are appropriately aligned with National and State Homeland Security Policies.
16. Establish County policies for FEMA Incident Management System that is appropriately aligned with National and State Homeland Security Policies.
17. In absence or under the request of the director is responsible for advising the County Commission in the event of declaration of local disasters and for the County Hazard Analysis and Mitigation.
18. Assists in coordinating grants to various agencies for funding of specific projects. Responsible for Grant Management requests, expenditures and documentation.
19. Satisfactorily complete all required certification classes as specified by the director.
20. On call 24 hours a day, 7 days a week, 365 days.

SUPERVISORY RESPONSIBILITIES:

In absence of the director directly supervises the Department of Homeland Security and Emergency Management and all 911 personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. On call 24 hours a day, 7 days a week, 365 days.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (In the event the successful candidate does not currently possess the following requirements, it is expected this will be accomplished over a short period of time.)

Hazardous Materials Awareness Level 1 Certification – Hazardous Materials Technician Level Certification (refreshers as needed)

Professional Development Series:

National Incident Management System certifications

ICS 100, 200, 300, 400, 800 and 900

Knowledge and regular use of the HSIN network accessing the emergency management page

Working knowledge of the operations of the West Virginia Fusion Center and FBI Terrorist Task Force

Working knowledge of the Homeland Security Exercise and Evaluation Program

Working knowledge of the Computer Aided Management of Emergency Operations

Experience working with THIRA (Threat Hazard Identification and Risk Analysis)

Working knowledge of social media to ensure public awareness

Working knowledge of in the use of WVDHSEM Resource Management Software (ETEAM)

Working knowledge of the FEMA EMPG grant process and requirements

Certified user of DHS PCII

Successfully pass thorough background check

EDUCATION and/or EXPERIENCE:

Education:

Minimum starting High School Diploma or Equivalent, plus 10 years of formal or technical education in related field of public safety in one of the following disciplines: Fire, EMS, EMA or Law Enforcement, including a minimum of five (5) years experience in a fulltime supervisory or management role within the aforementioned fields.

Preference to the successful candidate possessing an above average knowledge or skill sets involving Homeland Security, weapons of mass destruction, hazardous materials, the State Interoperable Radio Network and mitigation of mass casualties or disasters.

OTHER SKILLS and ABILITIES:

The successful candidate must possess computer skills, digitized mapping knowledge, GPS, SMI equipment knowledge and working knowledge of PSAP equipment. Computer training in: data base, CAMEO, NOAA weather spotting. Must possess excellent communication and interpersonal skills as lines of communication between the department and emergency services providers must be open and clear to ensure that all policies/procedures are understood by all agencies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally required to sit, stand, and walk. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duty of this job, the employee may be exposed to fumes, airborne particles, toxic or caustic chemicals, and outdoor weather conditions. The employee is occasionally exposed to extreme cold, heat, explosives, radiation, and vibrations.

The noise level in the typical work environment is moderate with occasional exposures to loud noise levels.

SALARY AND BENEFITS:

Salary: Commensurate with training and experience.

Benefits:

Health Coverage – Medical, dental, and vision insurance.

Life & Disability – Group and voluntary life insurance, along with short-term and long-term disability.

Paid Time Off: Paid vacation time, sick leave and government recognized holidays.

Retirement: Pension contributions and/or retirement plan.

For exact details on current offerings, premium costs, or enrollment procedures, you can contact the Wood County Commission directly:

Wood County Courthouse

1 Court Square, Suite 203
Parkersburg, WV 26101

- **Phone:** (304) 424-1976
- **Official Website:** woodcountywv.com

APPLY:

Email resume' and attached application to kdoolittle@woodcountywv.com by 5/8/2026.