

Job Posting



Important Recruitment Information for this vacancy

- **Applications Developer III**
- **Posted until 1 position filled**

Agency Information:

Adjutant General's Department
KDEM
Topeka, KS

About the Position

- **Who can apply: Qualified applicants over the age of 18**
- **Classified/Unclassified Service: Unclassified**
- **Full-Time/Part-Time: Full-time**
- **Regular/Temporary: Regular**
- **Work Schedule: Monday - Friday**
- **Eligible to Receive Benefits: YES**
- **Veterans' Preference Eligible: YES**

Compensation: \$25.68

** Salary can vary depending upon education, experience, or qualifications.*

Employment Benefits

- **Comprehensive medical, mental, dental, vision, and additional coverage**
- **Sick & Vacation leave**
- **Work-Life Balance programs: parental leave, military leave, jury leave, funeral leave**
- **Paid State Holidays (designated by the Governor annually)**
- **Fitness Centers in select locations**
- **Employee discounts with the [STAR Program](#)**
- **Retirement and deferred compensation programs**

[Visit the Employee Benefits page for more information...](#)

Position Summary & Responsibilities

Job Responsibilities may include but are not limited to the following:

WebEOC and Database Administration (E)

- a. Responsible for overall administration of the division's virtual incident management software (WebEOC), which is utilized by emergency management stakeholders at the local, state, and federal levels of government before, during, and after an emergency or disaster.
- b. Responsible for the implementation and coordination of overall system enhancements and modifications in coordination with software vendor.
- c. Responsible for the development, testing, modification, implementation, and ongoing maintenance of boards for input of information by users in WebEOC.
- d. Responsible for the development of specialty and incident-specific boards within WebEOC.
- e. Responsible for adjudicating WebEOC users, usernames process permissions, and responsible for password resets in the system.
- f. Stores, retrieves, and manipulates data for use by management in analyzing response to emergencies, disaster and exercises.
- g. Assists with determining the feasibility of design enhancements and provide recommendations to leadership.

- h. Liaison between division and other emergency management stakeholder organization systems so that system and/or equipment are integrated for information sharing and collaboration.
- a. Seeks/receives input from stakeholders for recommended board and system enhancements.
- j. Conducts and/or attends meetings as needed to discuss best practices for information sharing and board development.
- k. Maintains, archives, and extracts incident-specific documentation of incidents and emergencies for use by emergency management stakeholders regarding previous emergencies and disasters and to support state and federal assistance.
- l. Determines software performance standards and modifies software to correct error or enhance performance.
- m. Creates, maintains, and extracts information in Microsoft Excel, or like programs, in order to build spreadsheets of notification groups (e.g. emergency management partners at the local, state, and federal levels of government); continuity of operations, and continuity of government for state agencies; maintain up-to-date contact information for emergency management stakeholders; may assist with developing and production of credential badges and rapid tags for state emergency management partners.
- n. Uploads and maintains contact information for emergency management stakeholders in WebEOC and other/or other third-party mass communications notification system.
- o. Administers call notifications to emergency management stakeholders at the local, state, and federal levels of government for exercises; and before, during, and after an incident, emergency, or disaster to support inner-agency and/or response and recovery actions.
- p. Liaison between division information technology staff and software company(ies) for technical and system assistance.

Training and Technical Assistance (E)

- a. Serves as the state's point-of-contact for emergency management stakeholders for WebEOC.
- b. Develops and maintains standard operating procedures, guidelines, reference materials, etc. for WebEOC.
- c. Provides technical assistance and support to emergency management stakeholders for WebEOC.
- d. Develops and delivers formal hands-on training sessions/demonstrations for WebEOC to emergency management stakeholders internal and external to the division; may need to provide just-in-time training to individuals coming into the state emergency operations center, as needed, to augment state response and recovery activities.

Committees/Liaison (E)

- a. May represent the bureau and/or agency leadership on state, regional, or national working groups, committees, etc. relevant to position.

State Emergency Operations Center Readiness and Activations (E)

- a.
 - a. Assists with testing Voice over Internet Protocol (VoIP) telephones and computer equipment in the state emergency operations center; enter trouble tickets with information technology staff to troubleshoot non-functional equipment.
 - b. Serves in a section chief
 - c. major management function or supporting role in the state emergency operations center (SEOC) during exercises and real-world activations.
- b. Makes recommendations for WebEOC enhancements relevant to SEOC operations and incident support.

Staff Duty Officer (E)

- a. Serves as a staff duty officer (SDO) for both technological hazards and natural hazards on a weekly rotational basis. While on call, the individual will be responsible for monitoring the state's 24-hour emergency line for all-hazards notifications and receive calls from local jurisdictions, public, and private industry to report natural and technological hazards. When receiving call notifications, the SDO is responsible for gathering incident-specific information, assessing resource shortfalls and need/potential need for state assistance, coordinating state/federal assistance to augment local response and recovery actions, providing incident-related informational updates to state and federal emergency management stakeholders in accordance to division policy and procedures, and maintaining contact with impacted counties.

Qualifications

- **Education:** High School Diploma or GED
- **Licensing & Certification:** **If not already obtained, successful completion of Kansas Certified Emergency Manager accreditation within 2 years of hire.**
- **Minimum Qualifications:** Practical knowledge of developing and maintaining databases. Ability to proofread, verify and detect discrepancies in information or data. Ability to properly operation two-way radios – 800 MHz radios and other communications center equipment. Ability to apply and explain rules, regulations, policies and procedures. Ability to record, transmit and file information. Ability to operate personal computers; adept in development or design of documents, forms, and templates in Microsoft Office programs. Ability to develop and maintain standard operations procedures, reference materials. Ability to speak using good clarity, tone, volume, syntax, grammar,

inflections, and modulation. Ability to establish and maintain effective working relationships with co-workers, agency employees, and the general public. Ability to understand and follow verbal and written instructions; read and comprehend written materials. Ability to communicate effectively both verbally and in writing. Ability to develop and conduct training; ability to communicate technical operating information in common, understandable terms. Ability to work independently. Skill in using independent judgment and problem solving. Ability to work calmly and effectively during emergency situations. Ability to lead others.

- **Preferred Qualifications:** Two to three years of experience in applications development. Key areas include:
 - Analyze user needs and software/system requirements to determine enhancements; modify existing programs and applications to meet agency needs.
 - Design, develop, modify, and test software development to evaluate the design.
 - Modify existing software to correct errors, hardware changes, or improve performance.
 - Conduct trial runs of programs and applications to ensure they are performing as designed.
- **Post-Offer, Pre-employment Requirements: Valid driver's license and the ability to pass a background check**