



# West Virginia Grants Management Specialist 1

<b>SALARY</b>	\$46,000.00 - \$54,000.00 Annually	<b>LOCATION</b>	Kanawha County, WV
	Full-Time Permanent		
<b>JOB TYPE</b>	DHS - Division of Emergency	<b>JOB NUMBER</b>	EMD2400011
<b>DEPARTMENT</b>	Management	<b>OPENING DATE</b>	02/15/2024
		<b>LOCATION OF VACANCY</b>	KANAWHA

## Nature of Work

**\*\*\*EXEMPT POSITION\*\*\***

This is professional work as a Grants Program Specialist in the Public Assistance Technical Assistance Program in the Division of Emergency Management (EMD). Provides technical assistance and guidance to sub-grantees on federal and state grants used for debris removal, emergency protective measures and the repair, restoration, reconstruction or replacement of public facilities or infrastructure damaged or destroyed in natural disasters. Monitors the progress of grant projects and ensures compliance with federal and state regulations and guidelines. Assists sub-grantees throughout the grant cycle including project scoping, project development, project review, project implementation/monitoring and project closeout. Conducts field assistance visits, project site inspections and audits. Maintains spreadsheets and other financial documentation for assigned subgrants; prepares reports on grants delivery as required. Delivers technical assistance training to local government and community organization personnel. Performs other duties as assigned.

Position 0606PE0733  
 Posting EMD2400011  
 Kanawha County  
 1 Vacancy

## Minimum Qualifications

**Training:** Graduation from an accredited four-year college or university with a major in business or public administration, economics, finance, business management or accounting or related areas.

**Substitution:** Additional qualifying experience as described below may be substituted for the required training on a year-for-year basis.

**Experience:** One year of full-time or equivalent part-time paid experience in grants management or public funds administration.

**Substitution:** Master's degree in business or public administration, economics, finance, business management, accounting, or a closely related field, from an accredited college or university, may be substituted for the required experience.

## Other Information

PG: 10

Important note: This position is classified exempt; therefore, it is available to any applicant who meets the minimum requirements and/or special requirements or areas of assignment.

Applications **MUST** be submitted directly to the contact person listed below by email or standard U.S. mail.

Mail applications to:

Melanie Thomas

1700 MacCorkle Ave. SE, 6th Floor

Charleston, WV 25314

Or email to: [melanie.k.thomas@wv.gov](mailto:melanie.k.thomas@wv.gov)

Please include posting number **EMD2400011** on application.

**Please note: Applications of covered state employees mailed to DOP or completed via DOP's online method are not forwarded to the Division of Emergency Management.**

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**Agency**

West Virginia

**Address**

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, West Virginia, 25305

**Phone**

(304) 558-3950

**Website**

<http://www.personnel.wv.gov>