



West Virginia

Grants Management Specialist 1

SALARY	\$51,000.00 - \$59,000.00 Annually	LOCATION	Kanawha County, WV
	Full-Time Permanent		
JOB TYPE	DHS - Division of Emergency	JOB NUMBER	EMD2400014
DEPARTMENT	Management	OPENING DATE	04/25/2024
		LOCATION OF VACANCY	KANAWHA

Nature of Work

****Exempt Position****

Under moderate supervision at the full performance level, this position prepares and reviews grant applications and ensures regulations are followed. Specifically, this position will assist disaster grant applicants with program delivery through the Federal Emergency Management Agency (FEMA) web-based grants portal; will review vendor invoices and reimbursement requests; prepare final grant awarded packages; negotiate terms and conditions of grant awards, which includes project plans, cost estimates, cost schedules, and oversight responsibilities; determine availability of funding prior to completing letter of credit payments; conduct project site inspections and preliminary damage assessments; and monitor post-award compliance with contract procurement, environmental, historic preservation, and insurance requirements and scope of work changes. Performs related work as required.

Posting Number: EMD2400014
 Position Number: 0606PE0645
 Number of Vacancies: 1
 County: Kanawha

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 \$51,000 - \$59,000

Mail applications to:

Melanie Thomas

1700 MacCorkle Ave. SE, 6th Floor

Charleston, WV 25314

Or email to: melanie.k.thomas@wv.gov

Please include posting number **EMD2400014** 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.

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>