



West Virginia Administrative Services Manager 1

SALARY	\$57,500 - \$64,000 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	EMD2500009
DEPARTMENT	DHS - Division of Emergency Management	OPENING DATE	02/05/2025
		LOCATION OF VACANCY	KANAWHA

Nature of Work

Position 0606PE0644

Kanawha County

1 Vacancy

Posting EMD2500009

*** Exempt Position ***

Assists the Public Assistance Grant Manager in the development, interpretation and implementation of grant programs plans, procedures, and public information materials. Promotes the Public Assistance Grant Program and assists state and local stakeholders in the grants program. Conducts preliminary damage assessments and project site inspections, serves as task force leader in the Joint Field Office staffing in the aftermath of a disaster. Oversees the sub-grantee's administration of grant projects including the review of scope of work, schedules and cost estimate processing of vendor invoices, purchase orders and reimbursement requests. Supervises the maintenance and reconciliation of spreadsheets for each federal grant award, executes revenue draws from FEMA and allocates funds to proper award. Provides sub-grantees with financial and program performance reports to ensure compliance with grant terms. Maintains effective working relationships with FEMA and other federal officials, state and local government leaders and community organizations in grant related matters. Monitors post-award compliance with contract procurement, environmental, historic preservation and insurance requirements and adjustments based on scope of work changes. Supervises the grant final review and closeout process. Assists in the preparation and submission of regular monthly, quarterly and annual reports.

Minimum Qualifications

Training: Graduation from a regionally accredited college or university with a degree in the area of assignment.

Substitution: Experience as described below may substitute for the training requirement on a year-for-year basis.

Experience: Four years of full-time or equivalent part-time paid administrative or supervisory experience in the area of assignment.

Special Requirement: A valid driver's license may be required.

Other Information

PG: 16 \$57,500 - \$64,000

Applications **MUST** be submitted directly to the contact(s) 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

Please include posting number **EMD2500009** on application.

Please note: Applications of covered state employees submitted to the Division of Personnel are not forwarded to the Division of Emergency Management.

Employer

West Virginia

Address

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

Phone

2/3/25, 9:17 AM

(304) 558-3950

Website

Job Bulletin

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

