

DATE: JULY 15, 2021
EMD220001
PAGE: 1

ADMINISTRATIVE SERVICES ASSISTANT I
EXEMPT POSITION VACANCIES 001

LOCATION: DEPT OF HOMELAND SECURITY
EMERGENCY MANAGEMENT DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THIS IS RESPONSIBLE ADMINISTRATIVE SUPPORT WORK IN THE PUBLIC ASSISTANCE GRANTS PROGRAM IN THE DIVISION OF EMERGENCY MANAGEMENT. PERFORMS COMPLEX ADMINISTRATIVE SUPPORT DUTIES RELATING TO GRANT PROGRAM REPORTING, FISCAL/PROGRAM MANAGEMENT RECORDS RECONCILIATION AND SUBGRANT APPLICATION PROCESSING. ASSISTS THE PUBLIC ASSISTANCE GRANTS MANAGER IN THE COLLECTION AND ANALYSIS OF STATISTICAL DATA FOR GRANT PROGRAM AND SUBGRANTEE PERFORMANCE REVIEW. ASSISTS IN DEVELOPING INTERNAL PROCEDURES FOR IMPROVEMENT IN SERVICES TO SUBGRANTEES AND THE PUBLIC. ASSISTS PUBLIC ASSISTANCE GRANTS SPECIALISTS THROUGH UPDATING HARD COPY AND ELECTRONIC FILES ON GRANT APPLICANT LETTERS OF CREDIT PAYMENTS AND FEMA REQUIRED QUARTERLY REPORTS. REQUIRES WORKING KNOWLEDGE OF PERSONAL COMPUTERS AND APPLICABLE SOFTWARE AND DATABASES AND THE ABILITY TO LEARN TO USE THE FEMA PUBLIC ASSISTANCE GRANTS PORTAL. WORK INVOLVES FREQUENT CONTACT WITH FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) PERSONNEL, STATE AND LOCAL OFFICIALS AND THE PUBLIC. SOME TRAVEL MAY BE REQUIRED. PERFORMS OTHER DUTIES AS ASSIGNED.
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REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY. PREFERENCE MAY BE GIVEN TO CANDIDATES WITH A MAJOR IN THE AREA OF PUBLIC OR BUSINESS ADMINISTRATION, ACCOUNTING, INDUSTRIAL RELATIONS, COMMUNICATIONS OR RELATED FIELD. SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS FOR THE REQUIRED TRAINING. EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN A TECHNICAL OR ADVANCED CLERICAL POSITION PROVIDING

DATE: JULY 15, 2021
EMD220001
PAGE: 2

ADMINISTRATIVE SERVICES SUCH AS ACCOUNTING,
BUDGETING, PROJECT MONITORING AND REPORTING,
PERSONNEL, OR PROCUREMENT AND PROPERTY
EXPERIENCE.

MUST HAVE BEEN AT THE OFFICE ASSISTANT III OR
ACCOUNTING TECHNICIAN III LEVEL OR HIGHER.

SUBSTITUTION: SUCCESSFUL COMPLETION OF GRADUATE
STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY IN
ONE OF THE ABOVE FIELDS MAY BE SUBSTITUTED FOR THE
REQUIRED EXPERIENCE ON A YEAR-FOR-YEAR BASIS.

SALARY: PAY GRADE 010 \$28,000.00 - \$34,000.00

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
MELANIE THOMAS
WV EMERGENCY MANAGEMENT DIVISION
2403 FAIRLAWN AVENUE
DUNBAR, WV 25064

PLEASE INCLUDE POSTING NUMBER EMD220001 ON APPLICATION