



West Virginia Grants Management Specialist 1

SALARY	\$49,000 - \$57,000 Annually Full-Time Permanent	LOCATION	Kanawha County, WV
JOB TYPE	DHS - Division of Emergency Management	JOB NUMBER	EMD2500010
DEPARTMENT	Management	OPENING DATE	02/05/2025
CLOSING DATE		LOCATION OF VACANCY	KANAWHA

Nature of Work

Position 0606PE0748
Kanawha County
1 Vacancy
Posting EMD2500010

***** Exempt Position *****

Under general supervision, this position will support federal and state emergency preparedness objectives and national security priorities by managing grants mainly funded through the U.S. Department of Homeland Security and FEMA. This position will oversee grant activities throughout the entire life cycle of the grant funding and will monitor and evaluate projects/grant applications, track financial expenditures, and ensure proper use of funds. This position is collaborative in nature, and the specialist will work extensively with both internal and external entities on a variety of issues. This position provides guidance to sub-grant applicants and ensures compliance with federal and state regulations and guidelines. The specialist will maintain documentation, prepare reports, conduct field visits, and other duties as needed to support the mission of the WV Emergency Management Division.

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 \$49,000 - \$57,000

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 **EMD2500010** 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

(304) 558-3950

Website

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