

**WEST VIRGINIA**

Division of Personnel
 1900 Kanawha Blvd. East, Building 3 Suite 500
 Charleston, WV 25305

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

**invites applications for the position of:
 Grants Management Specialist 1**

An Equal Opportunity Employer

SALARY: \$30,000 - \$34,000

DEPARTMENT: DHS - Division of Emergency Management

OPENING DATE: 03/18/22

NATURE OF WORK:

***** EXEMPT POSITION *****

Provides technical assistance to sub-grantees in the grant application process to include review of damage assessments, preparing scope of work (SOW) narrative, work schedules and detailed cost estimates; participates in grant application review and approval process ensures compliance with federal regulations, federal guidelines, state guidelines and Office of Management and Budget (OMB) Circulars. Coordinates hazard mitigation grant projects and provides assistance to communities in developing and submitting grant applications. Conducts kickoff meetings and site visits; conducts preliminary damage assessments with FEMA and local officials to survey the extent of damage for possible assistance from FEMA. Manages eligible costs within the project scope of work and monitors project progress including compiling and reviewing financial documents and monthly reports; maintains grant records for a period of three years after project completion. Prepares final award packages to include award notification letters, agreement articles and special conditions and obligations documents either through National Emergency Management Information System (NEMIS) or manual process. Oversees grant closeout to include determining if grant is ready for final review and closeout; reconciles grant's approved scope of work with the sub-grantee scope of work and aligns actual costs with the approved grant scope of work costs. Resolves grant related problems or issues and makes well-reasoned and timely recommendations.

0606PE0685
 Kanawha County

EXAMPLES OF WORK:

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:

Email applications to Melanie Thomas at Melanie.K.Thomas@wv.gov or
Mail to Melanie Thomas at
WV Emergency Management Division
2403 Fairlawn Avenue
Dunbar, WV 25064

Please include posting number **EMD2200007** on application.

Please note: Applications of covered state employees mailed to DOP or completed via DOP's online method, are not forwarded.