



## West Virginia Grants Management Specialist 1

<b>SALARY</b>	\$58,000.00 - \$68,000.00 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	EMD2600004
<b>DEPARTMENT</b>	DHS - Division of Emergency Management	<b>OPENING DATE</b>	09/23/2025
		<b>LOCATION OF VACANCY</b>	KANAWHA

### Nature of Work

This job opportunity is not in the classified service and is not covered by the West Virginia Division of Personnel merit system.

This position performs administrative and technical work in support of the grants monitoring initiatives in the Grants Section of the Emergency Management Division in coordination, scheduling and programmatic monitoring of sub grantee compliance. Performs data collection, analysis, categorization and presentation of information to reflect compliance with and possible deviation from grant regulations and guidelines. Uses Federal Emergency Management Agency (FEMA) grants tracking data systems and grant project files for compiling data for analysis and possible compliance review. Assists grants monitor in the development and implementation of enhanced sub grantee oversight and monitoring tools and protocols. Performs an annual risk assessment determination and sub grantee monitoring schedule. Responsible for A-133 Single Audits/Uniform Guidance Compliance. Creates and maintains all monitoring documentation and trackers. Performs other duties as assigned.

**Kanawha County**  
**Posting EMD2600004**  
**Position 0606PE0575**  
**1 Vacancy**

### 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    \$58,000 - \$68,000

**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](mailto:melanie.k.thomas@wv.gov)

Please include posting number **EMD2600004** on application.

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

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**Employer**

West Virginia

**Address**

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

**Phone**

(304) 558-3950

**Website**

<http://personnel.wv.gov>