

Homeland Security Grant Monitor

EXEMPT POSITION

Location: Kanawha County, WV

Job Type: Full-Time Permanent

Department: DHS - Division of Emergency Management

Job Number: EMD2200005

Nature of Work

Conduct formal monitoring of recipient and sub-recipients of various federal grant awards to include both programmatic and financial compliance. Use federal grant monitoring standards including prior notice of the monitoring session and written follow-up. This may involve desk monitoring, virtual monitoring, and on-site field monitoring. Manages and may develop a comprehensive accounting program which integrates federal and state guidelines and procedures with agency policies. Interprets and applies agency policies and procedures. Prepares or reviews a variety of professional accounting and auditing reports such as they relate to policies, procedures, and operational results. Identify and assign specific monitoring activity to the agency's monitoring contractor, including awards and sub-awards made to WV EMD. Prepare and disseminate written monitoring reports and as needed, corrective action plans to entities monitored to improve the management and implementation of grant funding for intended purposes. Suggests improvements or solutions; evaluates and approves selection of information to be included in reports of examination. Review monitoring reports completed by the agency monitoring contractor. Follow up on the implementation and resolution of corrective actions and improvement plans to ensure compliance. Develop progressive sanctions for failure to complete required actions. Perform annual risk assessment for all sub-grant awards and cooperative agreements for all grant programs in the WV EMD. Complete and annual monitoring schedule for awards across all grant programs. Develop and conduct training for WV EMD staff and grant sub-recipients. Participate in related duties including the completion of required federal assessments and development of grant policies, application, and evaluation as needed to support the overall WV EMD grant program.

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Kanawha County

Minimum Qualifications

Training: Bachelor's degree from an accredited four-year college or university in criminal justice, political science, homeland security, emergency management, social sciences, mathematics, statistics, planning, management or related field.

Experience: Four years of full-time or equivalent part-time paid professional experience in grants development or grants administration, planning, project administration, criminal justice, homeland security, emergency management, data analysis, statistics, research or mathematics.

Substitution: A master's degree from an accredited college or university may substitute for one year of the required experience.

SPECIAL REQUIREMENT: THIS IS A SECURITY SENSITIVE POSITION. APPLICANTS MUST SUCCESSFULLY COMPLETE A BACKGROUND INVESTIGATION AS A CONDITION OF EMPLOYMENT.

Other Information

PG: 14 \$48,000 - \$56,000

Send Division of Personnel applications to Melanie Thomas

Email applications: Melanie.K.Thomas@wv.gov

Mail: Melanie Thomas
WV Emergency Management Division
2403 Fairlawn Avenue
Dunbar, WV 25064

Please include posting number **EMD2200005** on application.