



West Virginia

Grants Management Specialist 1

SALARY	\$56,000.00 - \$64,000.00 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	EMD2500007
DEPARTMENT	DHS - Division of Emergency Management	OPENING DATE	01/24/2025
		LOCATION OF VACANCY	KANAWHA

Nature of Work

*** Exempt Position ***

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.

Position 0606PE0575
Kanawha County
1 Vacancy
Posting EMD2500007

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

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 **EMD2500007** 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>