



West Virginia Administrative Services Manager 2

SALARY	\$73,000.00 - \$81,000.00 Annually	LOCATION	Kanawha County, WV
	Full-Time Permanent		
JOB TYPE		JOB NUMBER	EMD2500013
	DHS - Division of Emergency		
DEPARTMENT	Management	OPENING DATE	02/13/2025
		LOCATION OF VACANCY	KANAWHA

Nature of Work

Position 0606PE0582
Kanawha County
1 Vacancy
Posting EMD2500013

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

This is complex managerial and professional work in directing the programs, operations and personnel of the Grants Section of the Emergency Management Division (EMD) and serving as the administrator of the federally-designated State Administrative Agency (SAA) for administering Federal Emergency Management Agency (FEMA) grant funds. Directs the Public Assistance Grant Program, the Hazard Mitigation Grant Program, the State Homeland Security Grant Program, the Emergency Management Performance Grant Program and the Grants Monitoring units. Responsibility is held for grant program development, planning, delivery and evaluation and for ensuring compliance with FEMA regulations and guidelines and other federal and state regulations and guidelines. Directs the development of goals and objectives to be used in performance metrics; directs the development of policies and procedures consistent with federal and state regulations and guidelines; determines work priorities and the assignment of personnel and resources for optimal program performance. Participates in major policy making decisions related to grants program delivery statewide. Serves as principal advisor to the Director and EMD leadership on grants issues and initiatives. Interacts effectively with a wide variety of emergency management officials, community organization leaders, and the public. Successfully accomplishes objectives related to grant program delivery, program reporting, fiscal management, records reconciliation, sub-grant management and grant program promotion and utilization. Performs the full range of supervisory duties including employee selection, advancement, performance evaluation, training and discipline. Performs other duties as assigned.

Minimum Qualifications

Training: Graduation from a regionally accredited college or university with a degree in the area of assignment.

Substitution: Experience as described below may substitute for the training requirement on a year-for-year basis.

Experience: Five years of full-time or equivalent part-time paid administrative or supervisory experience in the area of assignment.

Special Requirement: A valid driver's license may be required.

Other Information

PG: 18 \$73,000 - \$81,000

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 **EMD2500013** 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>