

**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: \$46,000.00 - \$54,000.00 Annually
DEPARTMENT: DHS - Division of Emergency Management
OPENING DATE: 04/19/22
NATURE OF WORK:

This is professional work as a Grants Program Specialist in the Public Assistance Technical Assistance Program in the Division of Emergency Management (EMD). Provides technical assistance and guidance to sub-grantees on federal and state grants used for debris removal, emergency protective measures and the repair, restoration, reconstruction or replacement of public facilities or infrastructure damaged or destroyed in natural disasters. Monitors the progress of grant projects and ensures compliance with federal and state regulations and guidelines. Assists sub-grantees throughout the grant cycle including project scoping, project development, project review, project implementation/monitoring and project closeout. Conducts field assistance visits, project site inspections and audits. Maintains spreadsheets and other financial documentation for assigned subgrants; prepares reports on grants delivery as required. Delivers technical assistance training to local government and community organization personnel. Performs other duties as assigned.

0606P00002, 0606PE0733, 0606PE0297

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 **EMD2200011** on application.

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