

**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:** \$51,000.00 - \$59,000.00 Annually

**DEPARTMENT:** DHS - Division of Emergency Management

**OPENING DATE:** 01/19/23

**LOCATION OF VACANCY:** KANAWHA

**NATURE OF WORK:**

EXEMPT  
 UNDER MODERATE SUPERVISION, AT THE FULL PERFORMANCE LEVEL, THIS POSITION PREPARES AND REVIEWS GRANT APPLICATIONS AND ENSURES REGULATIONS ARE FOLLOWED. SPECIFICALLY, THIS POSITION WILL ASSIST DISASTER GRANT APPLICANTS WITH PROGRAM DELIVERY THROUGH THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) WEB-BASED GRANTS PORTAL; WILL REVIEW VENDOR INVOICES AND REIMBURSEMENT REQUESTS; PREPARE FINAL GRANT AWARDED PACKAGES; NEGOTIATE TERMS AND CONDITIONS OF GRANT AWARDS, WHICH INCLUDES PROJECT PLANS, COST ESTIMATES, COST SCHEDULES, AND OVERSIGHT RESPONSIBILITIES; DETERMINE AVAILABILITY OF FUNDING PRIOR TO COMPLETING LETTER OF CREDIT PAYMENTS; CONDUCT PROJECT SITE INSPECTIONS AND PRELIMINARY DAMAGE ASSESSMENTS; AND MONITOR POST-AWARD COMPLIANCE WITH CONTRACT PROCUREMENT, ENVIRONMENTAL, HISTORIC PRESERVATION, AND INSURANCE REQUIREMENTS AND SCOPE OF WORK CHANGES. PERFORMS RELATED WORK AS REQUIRED.

0606PE0645  
 Kanawha County

**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](mailto: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  
EMD2300031  
on application.

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

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.personnel.wv.gov>

Position #EMD2300031  
GRANTS MANAGEMENT SPECIALIST 1  
MV

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, WV 25305  
(304) 558-3950

[DOP.applicantservices@wv.gov](mailto:DOP.applicantservices@wv.gov)

---