



West Virginia Homeland Security Grant Manager

SALARY	\$58,000 - \$66,000 Annually Full-Time Permanent	LOCATION	Kanawha County, WV
JOB TYPE	DHS - Division of Emergency Management	JOB NUMBER	EMD2400003
DEPARTMENT		OPENING DATE	08/17/2023
		LOCATION OF VACANCY	KANAWHA

Nature of Work

EXEMPT POSITION

Under general supervision, performs complex administrative and professional work in the development, implementation, coordination, monitoring, and evaluation of the Homeland Security Grant Program (HSGP) in the Emergency Management Division. The HSGP supports state and local law enforcement, emergency responders, and non-profits in developing capabilities and resources for responding to terrorist attacks. Work requires the application of established protocols in sub-grant management, fiscal/program reporting, and records reconciliation. Requires regular communication with and provides consultative services and technical assistance to sub-grant applicants. Ensures grant projects are consistent with the State Homeland Security Strategy related to terror threat priorities. Maintains grant tracking database and provides reports for decision making purposes. Interacts with Federal Emergency Management Administration (FEMA) officials and state and local emergency management officials in HSGP program administration., grant applications reviews, funding levels and interpretation and application of grant guidelines. Limited travel is required. Performs related work as required.

Posting EMD2400003
Position 0606PE0648
1 Vacancy
Kanawha County

Minimum Qualifications

Training: Bachelor's degree from an accredited four-year college or university.

Experience: Six years of full-time or equivalent part-time paid professional experience in grants development or grants administration, program planning, project administration or criminal justice, including two years in a supervisory capacity.

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

Special Requirement: This is a security sensitive position. Applicants must successfully complete a background investigation as a condition of employment.

Other Information

Email applications to Melanie Thomas at Melanie.K.Thomas@wv.gov
or Mail to Melanie Thomas
WV Emergency Management Division
1700 MacCorkle Ave. SE, 6th Floor
Charleston, WV 25314

Please include posting number **EMD2400003** on application.

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

Agency

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>