

**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 - \$55,500.00 Annually

DEPARTMENT: DHS - Division of Emergency Management

OPENING DATE: 02/20/23

LOCATION OF VACANCY: KANAWHA

NATURE OF WORK:

This is administrative and technical work in support of the grants monitoring initiatives in the Grants Section of the Emergency Management Division. Coordination, scheduling and programmatic monitoring of subgrantee 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. Assist grants monitor in the development and implementation of enhanced subgrantee oversight and monitoring tools and protocols. Performs an annual risk assessment determination and subgrantee monitoring schedule. Responsible for A-133 Single Audits/Uniform Guidance Compliance. Creates and maintains all monitoring documentation and trackers. Performs other duties as assigned.

0606PE0575
 Kanawha

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 **EMD2300032** 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>

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

DOP.applicantservices@wv.gov

Position #EMD2300032
GRANTS MANAGEMENT SPECIALIST 1
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