

Grants Management Specialist 1

Posting Number EMD2300002

Nature of Work

Provides technical assistance to sub-grantees in the grant application process to include review of damage assessments, preparing scope of work (SOW) narrative, work schedules and detailed cost estimates; participates in grant application review and approval process; ensures compliance with federal regulations, federal guidelines, state guidelines and Office of Management and Budget (OMB) Circulars. Coordinates hazard mitigation grant projects and provides assistance to communities in developing and submitting grant applications. Conducts kickoff meetings and site visits; conducts preliminary damage assessments with FEMA and local officials to survey the extent of damage for possible assistance from FEMA. Manages eligible costs within the project scope of work and monitors project progress including compiling and reviewing financial documents and monthly reports; maintains grant records for a period of three years after project completion. Prepares final award packages to include award notification letters, agreement articles and special conditions and obligating documents either through National Emergency Management Information System (NEMIS) or manual process. Oversees grant closeout to include determining if grant is ready for final review and closeout; reconciles grant's approved scope of work with the sub-grantee scope of work and aligns actual costs with the approved grant scope of work costs. Resolves grant related problems or issues and makes well-reasoned and timely recommendations.

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.

Details

Salary \$33,000.00 - \$47,000.00 Annually

Location Kanawha County, WV

Job Type Full-Time Permanent

Department DHS - Division of Emergency Management

Email applications to Melanie Thomas at Melanie.K.Thomas@wv.gov or

Melanie Thomas

WV Emergency Management Division

2403 Fairlawn Avenue

Dunbar, WV 25064

Please include posting number EMD2300002 on application.