

Homeland Security Grant Monitor

Nature of Work

Assists the Public Assistance Grant Manager in the development, interpretation and implementation of grant programs plans, procedures and public information materials; promotes the Public Assistance grant program and assists state and local stakeholders in the grants program. Assists Public Assistance Grant manager in human resource function for the unit including employee supervision, employee selection, training and development, performance evaluation, leave approval and employee discipline. conducts preliminary damage assessments and project site inspections; serves as taskforce leader in the Joint Field Office (JFO) staffing in the aftermath of natural disasters. Oversees the sub-grantee's administration of grant projects including the review of scope of work (SOW), work schedules and cost estimates; processing of vendor invoices, purchase orders and reimbursement requests; supervises the maintenance and reconciliation of spreadsheets for each federal grant award; executes revenue draws from FEMA and allocates funds to proper award; provides sub-grantees with financial and program performance reports to ensure compliance with grant terms. Maintains effective working relationships with FEMA and other federal officials, state and local government leaders and community organizations in grant related matters. Monitors post-award compliance with contract procurement, environmental, historic preservation and insurance requirements and adjustments based on scope of work changes. Supervises the grant final review and closeout process including reconciliation of grant's approved scope of work with the sub-grantee's scope of work and aligning actual costs with the approved grant scope of work. Assists the Grant Manager in the preparation and submission of regular monthly, quarterly and annual reports on sub-grantee performance and unit operations. Performs the duties of the Grant Manager in his/her absence.

Minimum Qualifications

Training: Bachelor's degree from an accredited four-year college or university in criminal justice, political science, homeland security, emergency management, social sciences, mathematics, statistics, planning, management or related field.

Experience: Four years of full-time or equivalent part-time paid professional experience in grants development or grants administration, planning, project administration, criminal justice, homeland security, emergency management, data analysis, statistics, research or mathematics.

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

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

Details

Salary \$60,000.00 - \$68,000.00 Annually
Location Kanawha County, WV
Job Type Full-Time Permanent
Department DHS - Division of Emergency Management
Posting Number EMD2300003

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

Or mail to:

Melanie Thomas
WV Emergency Management Division
2403 Fairlawn Avenue
Dunbar, WV 25064

Please include posting number **EMD2300003** on application.