

**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: \$44,000.00 - \$53,000.00 Annually

DEPARTMENT: DHS - Division of Emergency Management

OPENING DATE: 03/17/23

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.

0606PE0735
 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 or
Mail to Melanie Thomas at
WV Emergency Management Division
2403 Fairlawn Avenue
Dunbar, WV 25064

Please include posting number **EMD2300037** 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 #EMD2300037
GRANTS MANAGEMENT SPECIALIST 1
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