



# West Virginia Homeland Security Grant Monitor

<b>SALARY</b>	\$58,000 – \$63,000 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	EMD2600011
<b>DEPARTMENT</b>	DHS - Division of Emergency Management	<b>OPENING DATE</b>	02/25/2026
		<b>LOCATION OF VACANCY</b>	KANAWHA

## Nature of Work

This job opportunity is not in the classified service and is not covered by the West Virginia Division of Personnel merit system.

Under limited supervision, performs advanced level professional work in various program areas. Oversees grant monitoring for one or more statewide grant programs. Validates compliance with financial and programmatic standards. Provides technical assistance to sub-grantees to support effective management and implementation of grant awards. Develops and adheres to FEMA and WV EMD grant monitoring policies and procedures. Some travel is required. Develops improvement plans and other corrective actions, and monitors sub-recipients for completion. May develop and conduct training for other EMD staff and sub-recipients. Develops and supports processes to minimize any possibility of waste, fraud, and abuse. May support overall assessment activities of various federal grant programs, including compliance with federal performance measures. Thorough knowledge of 2 CFR 200 is necessary for successful performance of this position. Complex accounting, internal and external auditing. Supervising staff in the maintenance of accounting and financial records. Performs related work as required. Participating in budgeting decisions with agency executives and program directors. Coordinates with contract grant monitors.

**Position 0606PE0442**  
**Posting EMD2600011**  
**1 Vacancy**  
**Kanawha County**

## 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.

### Other Information

PG: 14 \$58,000 - \$63,000

**Applications MUST be submitted directly to the contact(s) listed below by email or standard U.S. mail. N**

Mail applications to:

Melanie Thomas

1700 MacCorkle Ave. SE, 6th Floor

Charleston, WV 25314

Or email to: [melanie.k.thomas@wv.gov](mailto:melanie.k.thomas@wv.gov)

Please include posting number **EMD2600011** on application.

**Please note: Applications of covered state employees submitted to the Division of Personnel are not forwarded to the Division of Emergency Management.**

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#### Employer

West Virginia

#### Address

1900 Kanawha Blvd. East

Building 3 Suite 500

Charleston, West Virginia, 25305

#### Phone

(304) 558-3950

#### Website

<http://personnel.wv.gov>