



West Virginia Grants Management Specialist 1

SALARY	\$45,000.00 - \$52,000.00 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	EMD2600013
DEPARTMENT	DHS - Division of Emergency Management	OPENING DATE	03/30/2026
		LOCATION OF VACANCY	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.

Provides oversight and grant management of Hazard Mitigation projects to include conducting kick-off meetings, review of applications, documentation, cost estimates and project scope of work. Prepares final grant award documentation, reviews financial and performance reports to ensure program compliance, reviews and processes sub-grantee's invoices and reimbursement requests for payment. Monitors the sub-grantee's project performance to maintain compliance with all relevant state and federal regulations and guidelines. Assists Hazard Mitigation Manager with development, review, interpretation and implementation of grant program plans, policies and procedures. Conducts preliminary damage assessments, site visits and initial inspection of disaster affected areas with federal, state and local officials for submission to federal grantor for review. Oversees the grant final review and closeout process.

Posting: EMD2600013

Position: 0606P00058

1 Vacancy

Kanawha County

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

PG: 10 \$45,000 - \$52,000

Mail application to:

Melanie Thomas
1700 MacCorkle Ave. S.E., 6th Floor
Charleston, WV 25314

Or email application to: melanie.k.thomas@wv.gov

Please include posting number **EMD2600013** on application.

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

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>