



West Virginia Grants Management Specialist 1

SALARY	\$55,000 - \$60,000 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	EMD2600016
DEPARTMENT	DHS - Division of Emergency Management	OPENING DATE	04/22/2026
E		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.

This is professional work in conducting specialized grant closeouts of subrecipient projects and grantee grants in the Public Assistance Technical Assistance Grant Program of the WV Emergency Management Division. Collaborates with EMD Program Specialists in preparing the grant for closeout and determines the project status as to readiness for closeout. Researches documentation to resolve discrepancies in actual costs versus the approved Scope of Work costs. Reviews documentation to support change orders in approved Scope of Work. Ensures that documentation supports post-award compliance requirements on contract procurement, environmental and historical preservation and insurance guidelines and adjustments made to the Scope of Work in these areas. Prepares the grant closeout package and participates in subrecipient appeal of closeout package reconciliation. Ensures that subrecipient project complies with all FEMA, Department of Transportation, and Office of Management and Budget regulations and guidelines relating to the expenditure of federal grant funds. Performs other duties as assigned.

Posting: EMD2600016

Position: 0606PE0643

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 \$55,000 - \$60,000

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 **EMD2600016** 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>