



## West Virginia Grants Management Specialist 1

<b>SALARY</b>	\$54,000 - \$65,000 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	EMD2600017
<b>DEPARTMENT</b>	DHS - Division of Emergency Management	<b>OPENING DATE</b>	04/22/2026
		<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.**

This position will develop, implement, and manage the State and Local Cybersecurity Grant Program to ensure that federal objectives are achieved while looking out for state and national security interests. Candidate will maintain State Cybersecurity Plan, Cybersecurity Committee membership and Cybersecurity Committee Charter as required by federal guidelines. Ensure adequate focus on priorities and objectives from the federal grant guidance and complete grant required capabilities assessments. Develop and manage shared services contracts. Work with key stakeholders and subject matter experts to provide input in the development of state policies for sub-grants to state and local partners. Ensure state and local sub-grantees maintain services and memberships as required by federal grant guidance, ensuring grant conditions and assurances are met. Support the completion and submission of the annual National Cybersecurity Review by all funded recipients to the Multi-State Information Sharing and Analysis Center (MS-ISAC). Monitor and report all activities related to the administration and management of the grant as required by federal guidance.

Posting: EMD2600017

Position: 0606PE0747

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 \$54,000 - \$65,000

Mail application to:  
Melanie Thomas  
1700 MacCorkle Ave. S.E., 6th Floor  
Charleston, WV 25314

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

Please include posting number **EMD2600017** 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>