



West Virginia Grants Management Specialist 1

SALARY	\$32,862.00 - \$56,373.00 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	EMD2600019
DEPARTMENT	DHS - Division of Emergency Management	OPENING DATE	06/17/2026
CLOSING DATE	6/26/2026 11:59 PM Eastern	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 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: EMD2600019
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 \$32,862 - \$56,373

Market Rate: \$50,288

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 **EMD2600019** 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>