



## West Virginia Grants Management Specialist 1

<b>SALARY</b>	\$32,862.00 - \$56,373.00 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	EMD2600021
<b>DEPARTMENT</b>	DHS - Division of Emergency Management	<b>OPENING DATE</b>	06/26/2026
<b>CLOSING DATE</b>	7/5/2026 11:59 PM Eastern	<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 is professional work as a Grants Program Specialist in the Public Assistance Technical Assistance Program in the Division of Emergency Management (EMD). Provides technical assistance and guidance to sub-grantees on federal and state grants used for debris removal, emergency protective measures and the repair, restoration, reconstruction or replacement of public facilities or infrastructure damaged or destroyed in natural disasters. Monitors the progress of grant projects and ensures compliance with federal and state regulations and guidelines. Assists sub-grantees throughout the grant cycle including project scoping, project development, project review, project Implementation/monitoring and project closeout. Conducts field assistance visits, project site inspections and audits. Maintains spreadsheets and other financial documentation for assigned subgrants; prepares reports on grants delivery as required. Delivers technical assistance training to local government and community organization personnel. Performs other duties as assigned.

Posting: EMD2600021

Position: 0606PE0733, 0606PE0297

2 Vacancies

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

Building 2000 Box 1P

2001 Union Carbide Drive

South Charleston, WV 25303

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

Please include posting number **EMD260021** 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>