



West Virginia Grants Management Specialist 1

SALARY	\$60,000 - \$64,000 Annually Full-	LOCATION	Kanawha County, WV
JOB TYPE	Time Permanent	JOB NUMBER	EMD2700002
DEPARTMENT	DHS - Division of Emergency Management	OPENING DATE	07/31/2026
		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.

Under executive direction, the Grants Management Specialist plays a vital role in supporting federal and state emergency preparedness objectives and national security priorities by managing and overseeing grants primarily funded through the U.S. Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA). Stationed within the Grants Section of the Emergency Management Division, this position combines administrative coordination with technical analytical work to ensure sub-grantee compliance across all active grant programs. Primary duties include conducting annual risk assessment determinations, establishing the master sub-grantee monitoring schedule, and performing routine desktop and on-site programmatic monitoring to verify adherence to federal guidelines.

In addition to direct oversight, the position is responsible for gathering, categorizing, and analyzing operational and financial data using official FEMA grant tracking systems and comprehensive project files. Through this analysis, the specialist identifies performance trends, progress towards grant milestones, and any potential deviations from regulatory compliance. The role also leads Single Audit compliance under 2 CFR 200 Uniform Guidance (formerly OMB Circular A-133), maintaining rigorous tracking systems and documentation for all monitoring activities. Working closely with lead grant monitors, the specialist continuously assists in designing and implementing enhanced oversight tools and protocols to help sub-grantees fulfill their funding obligations while carrying out additional division duties as assigned.

Posting: EMD2700002

Position: 0606PE0531

Vacancy 1

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

\$60,000 - \$64,000

Applications **MUST** be submitted directly to the contact(s) listed below by email or standard U.S. mail.

Mail applications to: **Melanie Thomas**

WV Emergency Management Division
Building 2000 Box 1P
2001 Union Carbide Drive
South Charleston, WV 25303

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

Please include posting number **EMD2700002** 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>