



# West Virginia Grants Management Specialist 1

<b>SALARY</b>	\$49,000.00 - \$58,000.00 Annually	<b>LOCATION</b>	Kanawha County, WV
	Full-Time Permanent		
<b>JOB TYPE</b>	DHS - Division of Emergency	<b>JOB NUMBER</b>	EMD2400010
<b>DEPARTMENT</b>	Management	<b>OPENING DATE</b>	02/08/2024
		<b>LOCATION OF VACANCY</b>	KANAWHA

## Nature of Work

Posting EMD2400010  
 Kanawha County  
 1 Vacancy  
 Position 0606PE0747

### \*\*\*EXEMPT POSITION\*\*\*

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. Candidates 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.

## 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

Important note: This position is classified exempt; therefore, it is available to any applicant who meets the minimum requirements and/or special requirements or areas of assignment.

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

Mail applications to:

Melanie Thomas  
1700 MacCorkle Ave. SE, 6th Floor  
Charleston, WV 25314

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

Please include posting number **EMD2400010** on application.

**Please note: Applications of covered state employees mailed to DOP or completed via DOP's online method are not forwarded to the Division of Emergency Management.**

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### Agency

West Virginia

### Address

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, West Virginia, 25305

### Phone

(304) 558-3950

### Website

<http://www.personnel.wv.gov>