



## West Virginia

# Grants Management Specialist 1

<b>SALARY</b>	\$49,000.00 - \$57,000.00 Annually	<b>LOCATION</b>	Kanawha County, WV
	Full-Time Permanent		
<b>JOB TYPE</b>	DHS - Division of Emergency	<b>JOB NUMBER</b>	EMD2400012
<b>DEPARTMENT</b>	Management	<b>OPENING DATE</b>	03/19/2024
		<b>LOCATION OF VACANCY</b>	KANAWHA

### Nature of Work

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

Under general supervision, this position will support federal and state emergency preparedness objectives and national security priorities by managing grants mainly funded through the U.S. Department of Homeland Security and FEMA. This position will oversee grant activities throughout the entire life cycle of the grant funding and will monitor and evaluate projects/grant applications, track financial expenditures, and ensure proper use of funds. This position is collaborative in nature, and the specialist will work extensively with both internal and external entities on a variety of issues. This position provides guidance to sub-grant applicants and ensures compliance with federal and state regulations and guidelines. The specialist will maintain documentation, prepare reports, conduct field visits, and other duties as needed to support the mission of the WV Emergency Management Division.

Position# 0606PE0748,0606PE0749  
 Posting EMD2400012  
 Kanawha County  
 2 Vacancies

### 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

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 **EMD2400012** 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>