

**HOMELAND SECURITY GRANT MANAGER****Nature of Work**

Under administrative direction, performs complex administrative, managerial, and supervisory work with responsibility for the federal homeland security grant program within the Division of Homeland Security and Emergency Management. Responsible for overseeing the development and implementation of methods related to the grant program. Advises and consults with management on grant related program matters; provides regular and special reports for decision-making purposes. Supervises the work of professional, technical and support personnel. Coordinates the implementation and administration of the federal homeland security grant program. Interacts with federal and state agencies on program administration, funding levels, and interpretation of regulations and policies. Interacts with federal, state, and local government officials and community leaders relative to program guidelines. Approves and oversees the approval of the disbursement of funds to sub-grant agencies. Oversees the monitoring of sub-grant projects. Performs related work as required.

**Examples of Work**

Directs and coordinates staff in the implementation and administration of state and federal homeland security grant program.

Consults with federal and state agencies on program administration, funding levels, and interpretation of regulations and policies. Supervises the evaluation of homeland security grant-in-aid and/or technical assistance programs.

Coordinates and oversees the development of the budget for West Virginia's Homeland Security Grant Program and recommends the allocation of funds to sub-grantees.

Oversees the disbursement of grant monies to sub-grant agencies. Coordinates the preparation of progress reports required by the federal government.

Oversees the preparation of regular and special reports on grant program operations.

Interacts with non-profit agencies, federal, state, regional and local government officials and agencies, and community leaders relative to program guidelines.

**Knowledge, Skills and Abilities**

Knowledge of federal and state laws and regulations related to homeland security grant programs.

Knowledge of homeland security needs of the target population of grants administered.

Knowledge of the state and federal homeland security programs.

Knowledge of federal and state grant financial guidelines and reporting requirements.

**HOMELAND SECURITY GRANT MANAGER (CONT'D)**

**Knowledge, Skills and Abilities (cont'd)**

Ability to evaluate grant proposals of eligible agencies and recommend funding levels.

Ability to work effectively with federal, state, regional, and local officials, community leaders, and agencies in program administration.

Ability to prepare written reports on program activities.

Ability to supervise the work of others.

**Minimum Qualifications**

**Training:** Bachelor's degree from an accredited four-year college or university.

**Experience:** Six years of full-time or equivalent part-time paid professional experience in grants development or grants administration, program planning, project administration or criminal justice, including two years in a supervisory capacity.

**Substitution:** A master's degree from an accredited college or university may substitute for one year of the required non-supervisory experience.

**Special Requirement:** This is a security sensitive position. Applicants must successfully complete a background investigation as a condition of employment.

Established: 8/18/05

Effective: 9/1/05