



West Virginia
**Criminal Justice Program Manager - DHS - Division of
 Administrative Services - Kanawha Co.**

SALARY	\$4,373.92 - \$7,723.33 Monthly \$52,487.00 - \$92,680.00 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	DJCS250015 PSA
DEPARTMENT	DHS - Division of Administrative Services	OPENING DATE	04/08/2025
CLOSING DATE	4/23/2025 11:59 PM Eastern	LOCATION OF VACANCY	KANAWHA

Nature of Work

The Criminal Justice Program Manager oversees the implementation and administration of multiple federal and state grants, ensuring compliance with funding requirements and program goals. This position is responsible for supervising a dedicated team, managing budgets, ensuring adherence to reporting requirements, and collaborating with stakeholders to advance criminal justice initiatives.

The Criminal Justice Program Manager will also be responsible for overseeing grant applications, renewals, modifications, and closeouts; conducting workshops and assisting with the development of policy and protocols; supporting and facilitating meetings and events for various statewide committees, advisory boards, and/or task forces; assisting state, county, and non-profit agencies in the development of programs and submission of grant applications; and assisting agencies with the familiarity of the criminal justice system and community training and development. Develop, implement, and monitor criminal justice programs that address community needs and align with grant priorities development. Prepare and submit timely reports to grantors, agency leadership, and other stakeholders.

Will perform other related duties as required.

Click The **APPLY** Link To Apply Online.

IMPORTANT: Your eligibility will be based on information provided in your resume or application; therefore, make sure your resume or application is detailed and complete. You **MUST** complete ALL parts of the application OR upload a resume to your submission.

ATTENTION: Applicant must verify post high school education by submitting an official transcript or diploma, training or licensure earned pertaining to this position by the closing date of the posting, if not previously verified. If you are claiming Veterans preference, please submit "MEMBER 4" form and/or your VA Letter. Protecting your personal information is our highest priority. If your official transcript, training/licensure, or Veterans documentation contains your Social Security Number and/or birthdate, please redact that information before submitting it to the Division of Personnel.

Please attach documents to the online application before submitting it. Or, you may email it to: applicantservices@wv.gov or by mail to: WV Division of Personnel, 1900 Kanawha Blvd. E., Building 3, Suite 500, Charleston, WV 25305.

Be sure to submit your application for each position of interest. To receive an email notice anytime jobs in this or other categories are posted, you may choose to complete a [Job Interest Card](#) from the slide-out menu located at the top left of

our *Job Opportunities* page.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university.

Experience: Six years of full-time or part-time equivalent 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.

*****The Division of Personnel uses your complete work history to qualify you for positions. Please be as detailed as possible and list all of your past employment.*****

Employer

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>

Criminal Justice Program Manager - DHS - Division of Administrative Services - Kanawha Co. Supplemental Questionnaire

*QUESTION 1

If you have a degree from an accredited college or university, please enter the following information: the degree you earned, the major/field of study, the date on which you graduated, and the school you graduated from. For example: Bachelor of Science in Business Administration (Concentration in Accounting) 12/09/2023 West Virginia State University
If you have successfully completed semester/quarter hours from an accredited college or university, please enter the following information: the number of semester/quarter hours you have earned, the date(s) you attended, and the school(s) you attended. For example: 36 semester hours Spring 2021 through Fall 2021 Marshall University
If you have vocational school training or similar, please enter the following information: the number of clock hours or credits earned and/or the certificate(s) or diploma(s) you have earned (including your major/field of study), the date(s) you graduated, and the school(s) you attended. For example: 580 Clock Hours in Arc Welding from Ben Franklin Career Center May 2023
If you have other training, education, certification, and/or licensure that you would like to document (including but not limited to: West Virginia Professional Engineering License, Certified Public Accountant, Comp TIA A+ or Network+ certification, Certified Nursing Assistant, etc.) please enter that information here. If you do not have any of the above training or education, please type "NONE" here. **PLEASE NOTE: IF YOU ANSWERED "SOME COLLEGE" OR "TECHNICAL COLLEGE" AS YOUR HIGHEST LEVEL OF EDUCATION IN THE PREVIOUS PORTION OF THIS APPLICATION, THEN DO NOT LEAVE THIS AREA BLANK OR TYPE "NONE". IF YOU INDICATED THAT YOU HAVE "SOME COLLEGE" OR "TECHNICAL COLLEGE" , YOU SHOULD ENTER THE NUMBER OF SEMESTER HOURS OR CLOCK HOURS THAT YOU**