Job Classification Specification

Grants and Contracts Director 1

Position Summary

Responsible for handling a variety of extremely complex assigned projects within Grants Administration. Applies expert level subject matter knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge. Provides leadership to managers, supervisors and/or professional staff. Is accountable for the performance and results of multiple related units. Controls resources and policy formation in area of responsibility. Decisions are guided by resource availability and functional objectives.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Develops and coordinates adoption and implementation of University and departmental policy and operating policies and procedures to improve sponsored project administration and to enhance compliance with the terms and conditions of awards made to Minnesota.

Oversees the entire proposal submission process (including electronic submissions) for the team's sponsored agreements at the University of Minnesota.

Leads and contributes to the development of short and long-range strategies to meet goals and objectives.

Adapts and executes functional or departmental business plans and contributes to the development of functional or departmental strategies.

Negotiates or orchestrates negotiation of very large or politically sensitive or complex contractual agreements between the University and its sponsors for the conduct of research, training, and other sponsored activities.

Leads the effort reporting systems, policies, procedures and campus training at the University to ensure strict concurrence with federal compliance obligations in this area.
Grants and Contracts Director 1 (cont’d)

Operational Role

Determines how to achieve the directives set by the institution's strategy and top executive leadership generally by developing new systems, new products/offers, new methods or approaches, and new operating procedures; considers the intentions/goals of the institution and figures out the best way to fulfill them.

Scope of Measurable Impact

Actions have a measurable effect on a major unit or function of the institution; measures generally concern financial health/profitability, customer service, student experiences, and productivity.

Independence and Decision-Making

Incumbents act with substantial discretion, balancing several goals at once with the idea to minimize costs/risks and maximize benefits/returns.

Complexity and Problem Solving

Develops innovative solutions for difficult, complex, and systemic problems that may have precedent-setting implications for the institution; is usually responding to new situations and circumstances that require attention -- invention occurs in the course of solving specific problems.

Required Qualifications

Requires a BA/BS and at least 12 years of experience; exhibits technical and operational mastery of an area and has proven management experiences and history of successes in supervising groups; has demonstrated excellence in a discipline and understands the implications of decisions and actions on segments of the organization outside one's immediate area.

Supervision

Has the authority to hire, transfer, promote, discharge, suspend, assign work, reward, discipline, and direct the work of both full-time and part-time University employees.

Effective 4/21/14