Job Classification Specification

Grants and Contracts Director 2

Position Summary

Ensures the optimal utilization of the Grant Administration department. Provides leadership and direction through Managers and team leaders. Adapts and executes functional or departmental business plans and contributes to the development of functional or departmental strategies. Decisions are guided by functional strategies and priorities. Controls resources and policy formation in area of responsibility.

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.)

Acts as the primary point of contact with faculty who are unable to meet published deadlines for proposals, or who are experiencing other operational problems.

Manages and directs several teams within Grants Administration. Responsibilities include assisting with the development and ongoing enhancement of team and departmental organizational structure, hiring, managing, mentoring, disciplining and evaluating staff.

Cultivates a work environment which attracts, rewards, engages, and develops high performing employees.

Provides strategic vision and directs to staff through subordinate managers.

Use experience and sound professional judgment to assess strategies and implement internal controls which effectively balance compliance needs with the University’s commitment to encourage and facilitate research.

Serves as the institutional point of contact for the System for Award Management (federal registry for award entities) and for various sponsor electronic proposal and award systems.

Executes proposals, awards, sub-award and related documents on behalf of the Regents of the University of Minnesota.
Grants and Contracts Director 2 (cont’d)

Operational Role

Determines how to achieve the directives set by the institution's strategy and top executive leadership by developing new systems, new products/offerings, 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 at this level are the ones who are most often asked to "figure it out," to come with ideas and actions that will make the institutional strategy "real".

Complexity and Problem Solving

Figures out how to get the institution from "here" to "there," creatively using the mission and goals of the institution as a guide to fulfill objectives that are established in concert with the most senior managers.

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.

Required Qualifications

Requires BA/BS and at least 15 years of experience; often an expert in a specialized field or complex operation, and the final authority on a matter of financial significance to the institution; understands the nuances, fine print, trade-offs, exceptions, etc. of an issue.

Effective 4/21/14