Job Classification Specification

Grants and Contracts Manager 3

Position Summary

Responsible for handling a variety of assigned highly complex projects in Grants Administration. Applies expert level subject matter knowledge. Formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. Decisions are guided by policies, procedures and business plan. Operates independently with guidance and oversight from manager by exception.

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, leads, effectively communicates and educates product and service strategies, trends and key decisions with leadership and faculty.

Creates Grants departmental plans, including business, production and/or organizational priorities. Controls resources and policy formation in area of responsibility.

Is accountable for the performance and results of multiple related units.

Ensures effective coordination with the post-award financial arena, and with other key units having research administration responsibilities.

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

Encourages and facilitates collaborative partnerships with school clients, faculty and staff by consulting frequently with faculty, senior administrators, and departmental research administration staff.
Grants and Contracts Manager 3 (cont’d)

Operational Role

Modifies practices and procedures to improve efficiency and quality; searches for better ways to effectively achieve end results by, for example, scheduling work steps, arranging/re-arranging the way work is generally performed, and adding or deleting elements of processes as necessary.

Scope of Measurable Impact

Actions tend to affect a department or critical project outcomes; performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, and resource allocation/effectiveness.

Independence and Decision-Making

Work is focused on and regulated by specific personal goals and milestones; generally can act based on own judgment as long as actions adhere to policy and operating procedures, and remain focused on objectives -- seeking assistance only when highly difficult issues arise or when confronted with problems of considerable material or political consequence.

Complexity and Problem Solving

Problems are frequently unique and unexpected. Resolution of issue needs expert level knowledge of discipline and the ability to push back on internal processes to determine the root cause of the issue. Issues are those that have campus or university wide impact.

Required Qualifications

Requires BA/BS with at least 10 years of experience; may lead a highly specialized/technical area. Often has developed a specialty area (or areas of expertise) in which he/she is recognized as particularly proficient.

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