Job Classification Specification

Grants and Contracts Officer 1

Position Summary

Responsible for handling a variety of assigned projects in Grants Administration. Applies 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; receives guidance and oversight from manager.

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.)

Personal delegated authority on behalf of the University to solicit, negotiate, and administer support for University research, training, and public service projects sponsored by government and non-government sponsors.

Understands the requirements in sponsor guideline and terms.

Reviews and analyzes data and metrics including evaluation of the external research funding climate, identifying strategic areas of importance within the college and opportunities for collaboration outside the college, evaluating researchers’ needs, and using this information to develop appropriate policies and procedures.

Conducts on site compliance reviews of grantee performance to assess progress towards grant objectives.

Evaluates policy issues affecting grant in aid programs.

Prepares summary of evaluation and recommendations for grant award authorities.

Performs audit review and risk assessment of proposed sub recipients to ensure their financial adequacy as required under OMB Circular A-133/2 CFR 200.

Develops and manages to a project plan.

Independently determines the approach to utilize on a project or issue.
Grants and Contracts Officer 1 (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

Typically works under general supervision but has the discretion to make daily operational decisions; given understanding of best practices and the way similar units run elsewhere, is able to convincingly recommend capital and process improvements to the area.

Complexity and Problem Solving

Problems cannot be identified and resolved in simple cause-effect terms; rather, problems require integrative solutions such as how technologies, processes, resources, and people all fit together in order to sustain productivity; understands the smallest details of a defined area.

Required Qualifications

Requires BA/BS with at least 6 years of experience; may lead a small homogeneous department or larger process-oriented area whose members perform like activities.

Effective 4/21/14