Job Classification Specification

Grants and Contracts Officer 2

Position Summary

Responsible for handling a variety of assigned complex projects in Grants Administration. Applies in-depth 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; receives minimal 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.)

Influences others in highly critical matters.

Develops strategic communications plans involving multiple methods for the Grants department.

Develops and implements strategic research initiatives.

Research services expert and lead developer of departmental policy and best practices with respect to pre-award and other research support services;

Advise PIs and departmental leadership on federal and University policy and compliance issues.

Works on projects within the Grants department that involve a broad range of activities or require substantial depth of analysis.

Reviews, analyzes, and monitors data and metrics to develop plans, ensure compliance and develop the organization.

Develops and maintains formal networks inside and outside of the organization.

Designs and carries out new projects, programs or studies independently with only general administrative direction.
Grants and Contracts Officer 2 (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

Mostly works independently according to standard operating procedures (may develop some processes/procedures); generally responsible for keeping processes moving in a productive direction, and will look for supervisory approvals when changes to process steps are considered and when additional resources for task completion are required.

Complexity and Problem Solving

Problems are increasingly difficult to identify and are sufficiently difficult that they cannot be solved using existing practices and procedures; may have to respond/adapt to changing conditions or circumstances, requiring creativity and the development of new approaches when resolving issues.

Required Qualifications

Requires BA/BS with at least 8 years of experience; typically is responsible for managing a department of notable size, complexity, or significance that, in part, affects how well the organization to which the incumbent belongs operates.

Effective 4/21/14