

UNIVERSITY OF SOUTHERN CALIFORNIA

Contracts & Grants Manager (Centralized)

Job Code: 121023

Grade: M
OT Eligible: No
Comp Approval: 6/10/2011

JOB SUMMARY:

Supervises the staff and administration of an office within Contracts and Grants. Serves as a deputy to the Director.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

- _____ _____ Hires, trains, schedules, prioritizes and assigns work. Assesses performance and provides feedback. Counsels or disciplines as needed.
- _____ _____ Serves as associate to the Director and assumes managerial accountability in his absence.
- _____ _____ Facilitates and assumes a leadership role in the resolution of problems referred by Contract and Grant Administrators.
- _____ _____ Designs and implements procedures, services, and systems for the office and campus community to enhance research administration.
- _____ _____ Interacts with faculty, senior administrators and sponsor representatives to facilitate research administration activities.
- _____ _____ Drafts complex clauses, agreements or other documents of a legal or contractual nature and provides guidance and assistance to other administrators in this activity.
- _____ _____ Participates in departmental activities of long-range planning, formulation and resolution of policy and procedural issues, development and enhancement of services, and determination and assessment of goals and objectives.
- _____ _____ Provides on-going input regarding the status of research activities in the assigned office.
- _____ _____ Participates in classes, programs, professional associations and conferences which benefit the management and administration of sponsored projects.
- _____ _____ Serves as associate to the Director and assumes managerial accountability in his absence.
- _____ _____ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

- Bachelor's degree
- Combined experience/education as substitute for minimum education

Minimum Experience:

5 years

Minimum Field of Expertise:

Contract and Grant Administration

Preferred Education:

Master's degree

Preferred Experience:

7 years

Skills: Other:

- Analysis
- Assessment/evaluation
- Budget control
- Coaching
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Counseling
- Human resource process and employment knowledge
- Interpretation of policies/analyses/trends/etc.
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Managerial skills
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public speaking/presentations
- Scheduling
- Staff development

Teaching/training

Skills: Machine/Equipment:

- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:

Manages through subordinate supervisors.

Supervises: Nature of Work:

- Administrative
- Professional/Paraprofessional

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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