

**UNIVERSITY OF SOUTHERN CALIFORNIA**

**Contracts & Grants Operations Manager**

**Job Code: 121027**

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**Grade:** M  
**OT Eligible:** No  
**Comp Approval:** 6/28/1995

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**JOB SUMMARY:**

Directs the operations, maintenance and enhancement of the department's operating processes and systems. Ensures data integrity and designs, develops and controls production of management reporting.

**JOB ACCOUNTABILITIES:**

**\*E/M/NA    % TIME**

- \_\_\_\_\_    \_\_\_\_\_    Ensures continued development and quality control of the University Sponsored Projects Information System.
- \_\_\_\_\_    \_\_\_\_\_    Designs basic data management programs or other application programs for use by others. Identifies and coordinates development of system enhancements based on user needs and requirements.
- \_\_\_\_\_    \_\_\_\_\_    Generates management reports and develops new formats or ad-hoc reports as the need arises.
- \_\_\_\_\_    \_\_\_\_\_    Evaluates sponsored projects data for development of forecasts for all schools and performance assessment of academic units based on historical data.
- \_\_\_\_\_    \_\_\_\_\_    Ensures timely departmental communication or notification to Principal Investigators.
- \_\_\_\_\_    \_\_\_\_\_    Oversees closeouts of grants and contracts, periodic updates to files and distribution of all official notices.
- \_\_\_\_\_    \_\_\_\_\_    Directs computer programmers to develop system enhancements which reflect current agency requirements and result in more efficient operational procedures. Develops and modifies systems.
- \_\_\_\_\_    \_\_\_\_\_    Manages assigned staff. Recommends organizational structure, reporting relationships and staffing needs based on departmental goals. Makes hiring, promotional and salary decisions in accordance with University policy. Provides performance appraisals for assigned staff and determines need for disciplinary action.
- \_\_\_\_\_    \_\_\_\_\_    Plans and manages projects as assigned. Gives direction to other departmental staff.
- \_\_\_\_\_    \_\_\_\_\_    Directs departmental budget development and monitors income and expense transactions.
- \_\_\_\_\_    \_\_\_\_\_    Issues periodic reports reflecting contract and grant activity for management review and use. Analyzes data for identification of trends. Prepares ad hoc reports as requested.

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

**Minimum Experience:**

7 Years

**Minimum Field of Expertise:**

Contracts and Grants Administration

**Preferred Experience:**

7 Years

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Budget control
- Budget development
- Communication -- written and oral skills
- Conceptualization and design
- Conflict resolution
- Counseling
- 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  
Statistical analysis  
Teaching/Training

**Skills: Machine:**

Calculator  
Personal Computer

**Supervises: Level:**

Supervises employees who do not supervise

**Supervises: Nature of Work:**

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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