

UNIVERSITY OF SOUTHERN CALIFORNIA

Director, Contracts and Grants

Job Code: 121031

Grade:	M
OT Eligible:	No
Comp Approval:	9/16/2008

JOB SUMMARY:

Has responsibility for effective management and leadership of key contracts and grants administrators and managers and aspects of department operations including staff supervision; professional development; strategic planning; customer service; university and department sponsored project policy and procedure development, implementation, interpretation and communication; oversight of compliance issues; participation in development of university-wide and department staff training; and participation in design, development and implementation of department electronic systems. Provides expertise to Office of Contracts and Grants staff by providing on-going guidance and assistance in resolving particularly complex or difficult situations through direct involvement and coaching.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

- | | | |
|-------|-------|--|
| _____ | _____ | Oversees management and leadership of key contracts and grants administrators and managers. Directly manages assigned staff, usually through subordinate supervisors. Recruits, screens, hires, orients and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Coordinates work assignments and maintains appropriate and current job descriptions for positions. Counsels, disciplines and/or terminates employees, as required. |
| _____ | _____ | Participates in short and long-term strategic planning, making or recommending modifications and/or additions to services provided, staffing and organizational plans, and corresponding budgetary implications. Sets team goals, objectives and implements team-building strategies employing outcome measures to evaluate goal attainment and individual and team productivity. |
| _____ | _____ | Monitors, analyzes and evaluates the adequacy, effectiveness and efficiency of departmental operations and services. Assesses team's ability to maintain high-quality, value-added services in response to department growth and activities. Assists in reduction of identified problems. Recommends changes as needed to improve delivery of services, processes, and operations. Implements efficient and new, creative approaches to address increases in workload volume or complexity or problems, as needed. |
| _____ | _____ | Identifies training needs of staff and coordinates delivery of training to meet such needs. Collaborates with senior management and training staff to develop university-wide and staff training courses and workshops. Participates as an expert instructor in the delivery of university-wide training in research administration. |
| _____ | _____ | Serves as expert resource for staff by providing on-going guidance and assisting staff in resolving particularly complex or difficult situations through direct involvement and coaching. Builds staff capabilities to quickly and efficiently process proposals and awards while meeting standards and policy requirements established by university. |

- _____ _____ Mentors staff in problem solving and decision making by facilitating problem solving meetings resulting in the implementation of effective and creative solutions.
 - _____ _____ Participates in reviewing new or proposed changes in external and university sponsored project policies. Makes recommendations for changes to proposed or revised university policies and procedures to ensure added efficiency and value to university research enterprise. Participates in developing, revising, documenting and implementing department policies, procedures and practices including procedural manuals/guides. Serves as expert resource for interpreting and applying policies and regulations.
 - _____ _____ Participates in the administration of department budget. Analyzes financial data for trends and develops projections. Provides detailed financial status reports as needed.
 - _____ _____ Ensures staff possesses current, expert knowledge of applicable federal regulations, laws, state statutes and university policies and procedures as related to the management and administration of sponsored projects. Informs university community of and monitors changes in federal regulations, laws, or state statutes regarding the solicitation, management or administration of sponsored activities in coordination with senior management. Assesses impact of legislation on existing sponsored activities.
 - _____ _____ Participates in the design, development and implementation of electronic systems supporting department activities such as enhancement of data systems, integrating web pages and data systems to create electronic processes, expanding data system reporting functions, etc.
 - _____ _____ Ensures negotiation of award terms and terms of subawards to other entities protect university interests and faculty, staff and students while balancing those interests with legitimate needs of university's sponsors and subrecipients. Determines need for legal review and coordinates university policy exceptions.
 - _____ _____ Establishes and maintains effective and productive working relationships with university staff from schools and departments with responsibilities impacting the solicitation, acceptance and administration of sponsored activities. Ensures internal staff effectively communicates with customers (e.g., faculty, administrative staff, and sponsor representatives).
 - _____ _____ Assists in monitoring and analyzing developments in Electronic Research Administration (ERA) and disseminating information to the staff and the university community.
 - _____ _____ Networks with professional counterparts inside and outside the university. Participates in professional associations to stay informed of new developments and technologies. Makes recommendations to senior management regarding departmental changes based on developments in field and business needs.
 - _____ _____ 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:

7 years
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Experience with and knowledge of contracts and grants administration practices. Thorough knowledge of applicable federal, state and local laws, regulations and policies. Management experience in a corporate or university setting. Demonstrated strong interpersonal skills to deal effectively and tactfully with people at all levels. Demonstrated ability to communicate effectively, both verbally and in writing.

Preferred Education:

Master's degree

Preferred Experience:

10 years

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Coaching
Communication -- written and oral skills
Consulting
Customer service
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Leadership
Managerial skills
Networking
Organization
Planning
Problem identification and resolution

Project management
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:

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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