

**UNIVERSITY OF SOUTHERN CALIFORNIA**  
**Contracts & Grants Manager (Decentralized)**  
**Job Code: 121044**

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**Grade:** L  
**OT Eligible:** No  
**Comp Approval:** 4/16/2007

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**JOB SUMMARY:**

Manages the staff and administrative operations of a contracts and grants office for a school including development and implementation of policies and procedures, strategic planning, and personnel administration. Serves as an advisor to the dean (s) of the school regarding sponsored projects administration.

**JOB ACCOUNTABILITIES:**

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

_____	_____	Manages the staff and administrative operations of a contracts and grants office for a school. Plans and develops department objectives and goals of the school's contract and grant office. Researches and identifies trends and needs and establishes office directions accordingly. Determines organizational structure, reporting relationships and short and long-range staffing needs. Serves as an advisor to the dean(s) of the school regarding sponsored projects administration.
_____	_____	Supervises all assigned subordinate staff. Recruits, screens, hires, orients and trains staff. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Ensures timely completion of units' work. Evaluates employee performance and provides guidance and feedback. Counsels or disciplines, as needed.
_____	_____	Facilitates and assumes a leadership role in the resolution of problems referred by internal contracts and grants staff and departmental research administrators.
_____	_____	Develops and implements operational and administrative policies for the school. Interprets policies and procedures. Resolves policies and procedural issues and makes exceptions as appropriate.
_____	_____	Designs and implements procedures, services and systems for the office and school to enhance research administration.
_____	_____	Oversees preparation of proposals for submission to sponsoring agencies including proposal approval process, electronic proposal system, proposal and award files, advance funding process, document preparation, budget and compliance review, funding opportunity database content, proposal development, cost share approval, routine and ad-hoc reporting, etc. Ensures compliance with all policies, procedures and regulations.
_____	_____	Develops short and long-term plans and implementation processes to train staff in the office and school in all aspects of pre-award research administration.
_____	_____	Creates individual faculty, development and management reports on sponsored projects in the school as needed.
_____	_____	Interacts with deans, faculty, senior administrators and sponsor representatives to facilitate research administration activities and for clarification of procedures and regulations during the proposal preparation stage.

- \_\_\_\_\_ \_\_\_\_\_ Interacts with other internal administrative units on campus such as Sponsored Projects Accounting, Equipment Management, Purchasing Services and the Contracts and Grants Office for information exchange, problem resolution and clarification of policies and procedures.
  - \_\_\_\_\_ \_\_\_\_\_ Provides on-going updates and information regarding the status of research activities for the research dean and/or department chairs. Oversees the dissemination of information through the use of communication vehicles such as website updates, email notifications and workshop sessions
  - \_\_\_\_\_ \_\_\_\_\_ Participates in classes, programs, professional associations and conferences, which benefit the management and administration of sponsored projects. Makes presentations on grants management 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:**

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

- 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
- Scheduling
- Staff development
- Teaching/Training

**Skills: Machine:**

- Calculator
- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier

**Supervises: Level:**

Supervises employees and student workers

**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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