

GRANTS AND CONTRACTS ADMINISTRATOR SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
4801	Grants and Contracts Administrator I	01	350	6 mo.	02/01/07	Rev.
4802	Grants and Contracts Administrator II	01	350	6 mo.	02/01/07	Rev.

Promotional Line: 340

Series Narrative

Positions assigned to this series serve as fiscal officers for sponsored grants and are responsible for the on-going administrative duties involved in assuring compliance with applicable policies, procedures, rules, and regulations of the sponsoring agency, the employing institution, and applicable state and federal requirements. Employees in this series maintain an on-going liaison between external agencies and university administrators, principal investigators, faculty, and staff to assure proper disbursement and reporting of grant funds.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Grants and Contracts Administrator I **4801**

Employees at this level of the series are experienced grants fiscal administrators who work under direction and serve as fiscal officers in the administration of grants and contracts awarded by designated sponsoring agencies, provide knowledge of sponsor and university regulations, and serve as liaison between the sponsoring agency and award recipients.

A Grants and Contracts Administrator I typically –

1. administers grants, contracts, and subcontracts funded by designated sponsoring agencies
2. directs, trains, instructs, and advises project directors and their staff(s) in the daily administration of grants and contracts; provides explanation and interpretation of granting agency/ university procedures, regulations, and policies to award recipients
3. maintains liaison with sponsoring agency personnel and monitors developments with sponsoring agency
4. participates both internally and with other offices of the university in resolving mutual problems in relation to grants and contracts and in establishing and implementing necessary procedures
5. interprets sponsor policies and regulations; keeps abreast of changes in sponsor policies and regulations
6. resolves unusual and widely varying problems by consulting with deans, department or division heads, and unit supervisors
7. forecasts cash requirements and manages cash flow for grants and contracts
8. monitors, prepares, and/or directs the preparation of fiscal reports
9. maintains or directs and approves the maintenance of financial records for grant or contract awards
10. reviews, edits, and approves fiscal portions of grant and contract proposals

11. assists internal, federal, state, and other external auditors in audits of grants and contracts projects
12. may supervise accountants, account technicians, or clerical staff as assigned
13. coordinates and/or assists with other activities, special reports, and projects
14. performs other related duties as assigned

Level II: Grants and Contracts Administrator II **4802**

Employees at this level supervise a group of Grants and Contracts Administrator I's in the administration of sponsored grants and contracts projects by providing a thorough knowledge of sponsor and university regulations. Administrator II's work under administrative direction from a designated administrator.

A Grants and Contracts Administrator II typically –

1. supervises a staff of Grants and Contracts Administrator I's in the administration of grants and contracts awarded by designated sponsoring agencies; selects and orients new Grants and Contracts Administrators and evaluates on-going job performance of current Grants and Contracts Administrators
2. is responsible for interpretation of changes in sponsor policies and regulations
3. is responsible for the resolution of unusual problems related to sponsored grants and contracts by consulting with deans, department or division heads, and unit supervisors
4. provides policy guidance to Grants and Contract Administrator I's regarding exceptions to standard procedures; may personally process specific types of awards
5. is responsible for responding to internal, federal, state, and other external auditors for the audit of grants and contracts projects; responds to administration regarding audit findings
6. may be responsible for coordination and negotiation of indirect cost policies and rates with cognizant federal agency
7. selects, trains, and supervises accountants, account technicians, or assigned clerical staff
8. coordinates and/or assists with other activities, special reports, and projects
9. performs other relate duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Grants and Contracts Administrator I **4801**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any combination totaling **three years** from the following categories:
 - (a) college course work in business, finance, accounting or related field measured by

the following conversion table or its proportional equivalent:

- 60 semester hours or an Associate's degree equals one year
 - 90 semester hours equals two years
 - 120 semester hours or a Bachelor's degree equals three years
- (b) progressively more responsible work experience that provides a high level knowledge of generally accepted principles, theories, and practices in the fields of business, finance, accounting or other directly related field, comparable to that obtained in a college degree program in that curriculum area **
3. Any combination totaling **two years** from the following categories:
- (a) additional college course work at graduate level in business, finance, accounting or related field, measured by the following conversion table or its proportional equivalent:
- 30 semester hours or Master's degree equals one year
- (b) professional work experience in grants and contracts fiscal administration**

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. working knowledge of the basic theories, principles, methods, and procedures of grants and contracts administration
2. working knowledge of funding agency regulations, policies, procedures, laws, and regulations applicable to the administration of grants and contracts
3. working knowledge of office methods and procedures
4. elementary knowledge of automated data processing systems
5. ability to communicate effectively both orally and in writing with grant agency representatives, deans, directors, principal investigators, faculty, and staff

Level II: Grants and Contracts Administrator II

4802

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any combination totaling **three years** from the following categories:
 - (a) college course work in business, finance, accounting or related field measured by the following conversion table or its proportional equivalent:
 - 60 semester hours or an Associate's degree equals one year
 - 90 semester hours equals two years

- 120 semester hours or a Bachelor's degree equals three years
- (b) progressively more responsible work experience that provides a high level knowledge of generally accepted principles, theories, and practices in the fields of business, finance, accounting or other directly related field, comparable to that obtained in a college degree program in that curriculum area **
3. Any combination totaling **four years** from the following categories:
- (a) additional college course work at graduate level in business, finance, accounting or related field, measured by the following conversion table or its proportional equivalent:
- 30 semester hours or Master's degree equals one year
- (b) professional work experience in grants and contracts fiscal administration**

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. extensive knowledge of the theories, principles, methods, and procedures of professional grants and contracts administration
2. extensive knowledge of funding agency policies, procedures, laws, and regulations applicable to the administration of grants and contracts
3. extensive knowledge of office methods and procedures
4. working knowledge of automated data processing systems
5. ability to formulate and implement operational policies and procedures effectively for a grants and contracts administration office
6. ability to communicate effectively both orally and in writing with funding agency representatives, deans, directors, principal investigators, faculty, and staff

*****Note: In order to provide some consistency in evaluating experience components, it is recommended that the analysis and verification of an applicant's experience be accomplished through the cooperative efforts of the human resource office and an experienced professional in the appropriate field. Such evaluation should be conducted in a professional, confidential manner that will preserve the integrity of the employment process.***