

Spec. Code: 4799  
Occ. Area: 03  
Work Area: 355  
Prob. Period: 6 mo.  
Prom. Line: None  
Effective Date: 02/01/07  
Last Action: Rev.

## **GRANTS AND CONTRACTS DEVELOPMENT SPECIALIST**

### Function of Job

Under administrative direction from a designated administrator, to provide specialized consultation in the area of interpretation and enforcement of federal, state, foundation, and corporate grant and contract agency guidelines and applications within a university grants and contracts development office; to initiate action or recommend appropriate decisions to administrators relative to applicable guidelines and policy procedures; and to ensure completion of program requirements for sponsored program participation by providing advisement to academic and administrative units.

### Characteristic Duties and Responsibilities

1. serves as liaison between grant and contract agencies and academic/principal administrative personnel seeking funding to support their activities
2. monitors changes in federal or state legislation relative to grant and contract opportunities; makes information available to principal administrative personnel involved in sponsored activities
3. assists in developing policies and procedures guiding the submission and initiation of proposals; monitors and evaluates requests for internal support for proposal completion
4. presents and/or coordinates workshops and other communication formats; may develop brochures and other training materials as needed
5. reviews grant and contract proposals for completeness and adherence to agency guidelines
6. assists in determining priorities of internal grants based on financial need, application deadlines, grant funding availability, and/or other criteria
7. assists in maintaining appropriate guidelines and applicable procedures relative to the use of human and/or animal subjects in sponsored programs
8. assists with the negotiation of the terms and conditions of awards
9. prepares recurring as well as emergent reports to principal administrators regarding status of proposals, grants and contract opportunities, or related information
10. represents principal administrator/university at meetings, conferences, etc. with regard to grant and contract processing; consults with university departments to implement programs effectively
11. may supervise clerical and other support staff; assign, review, and evaluate work as necessary
12. performs other related duties as assigned

### Minimum Acceptable Qualifications

## 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 any 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 field of grants and contracts services such as funding, proposal writing and review, administration or compliance experience\*\*
3. Any combination totaling **three years** from the following categories:
  - (a) additional college course work at graduate level in any field, measured by the following conversion table or its proportional equivalent:
    - 30 semester hours or Master's degree equals one year
  - (b) progressively more responsible work experience directly related to grant and contracts services such as funding, proposal writing and review, administration, or compliance experience\*\*

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. working knowledge of federal and state standards and requirements governing grants and contracts and proposals for them
2. effective organizational skills
3. effective oral and written communications skills
4. skill in operation of computerized office equipment
5. ability to learn programs, practices, laws, and regulations affecting the institution to be served; ability to analyze and explain their impact
6. ability to exercise independent judgment and to resolve problems
7. ability to supervise and lead; ability to build teams and establish goals
8. ability to work under pressure and deadlines