

## GRANTS AND CONTRACTS ADMINISTRATOR SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
4801	Grants and Contracts Administrator I Rev.	01	350	12 mo.	002/001/007	
4802	Grants and Contracts Administrator II Rev.	01	350	12 mo.	002/001/007	

### *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 of a designated administrator and serve as fiscal and compliance 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 and trains project directors and their staff(s) and other offices of the university on these policies and regulations.
6. works collaboratively to 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, and spending rates 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 prepare sub recipient agreements and oversee these agreements for fiscal and administrative compliance[DL1].
13. may supervise accountants, account technicians, or clerical staff as assigned.
14. coordinates and/or assists with other activities, special reports, and projects.
15. performs other related duties as assigned.

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

Employees at this level may 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-trains new Grants and Contracts Administrators and evaluates on-going job performance of current Grants and Contracts Administrators.
2. is responsible for interpretation and training of changes in sponsor policies and regulations.
3. is responsible for the collaborative 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 and administer specific types of awards.
5. ~~is responsible for responding to~~ assists internal, federal, state, and other external auditors in audits of grants and contracts projects and may internal, federal, state, and other external auditors for the audit of grants and contracts projects; responds to administration regarding audit findings[DL2].
6. may be responsible for coordination and negotiation of indirect cost policies and rates with cognizant federal agency[DL3].

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. [may prepare sub recipient agreements and oversee these agreements for fiscal and administrative compliance](#)[DL4].
9. performs other related 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~~[curriculum](#) area.\*\*

PREFERRED QUALIFICATIONS FOR ENTRY INTO:

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

**4801**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

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
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    - CPA, CRA, [CFRA](#)[DL5] or other fiscal or grants and contracts administration credential equals one year
  - (b) professional work experience in grants and contracts ~~fiscal~~ [administration](#)[DL6]\*\*

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Working knowledge of office methods and procedures.
2. Elementary knowledge of automated data processing systems including Microsoft Office.
3. Ability to communicate effectively both orally and in writing with grant agency representatives, deans, directors, principal investigators, faculty, and staff.
4. Strong organizational skills and the ability to multi-task.
5. Work independently and as part of a team.
6. Function in a high stress environment in order to meet deadlines.

**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 [research administration](#), 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 or 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
    - [CPA, CRA, CFRA or other fiscal or grants and contracts administration credential equals one year](#)

- (b) professional-progressive work experience in grants and contracts ~~fiscal~~ administration in a higher education setting or other research institution setting\*\*

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

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 including Microsoft Office.
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.
7. Strong organizational skills and the ability to multi-task.
8. Capacity to lead a team and promote collaborative working relationships within the unit and with funding agency representatives, deans, directors, principal investigators, faculty, and staff.
9. Function in a high stress environment in order to meet deadlines.

**\*\*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.**