



JOB INFORMATION

Job Code:	121027
Job Title:	Contracts & Grants Ops Manager
FLSA Status:	Exempt
Supervisory:	Supervises employees who do not supervise.
Job Family:	Contracts & Grants
Job Family Group:	Research and Grants Administration
Management Level:	5 Manager

JOB SUMMARY

Directs the operations, maintenance and enhancement of the department's operating processes and systems. Ensures data integrity and designs, develops and controls production of management reporting.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

Req	Pref	Work Experience	Experience Level
X		7 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience with contracts and grants administration
	X	Proven leadership ability

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Ensures continued development and quality control of the University Sponsored Projects Information System.				
Designs basic data management programs or other application programs for use by others. Identifies and coordinates development of system enhancements based on user needs and requirements.				
Generates management reports and develops new formats or ad-hoc reports as the need arises.				
Evaluates sponsored projects data for development of forecasts for all schools and performance assessment of academic units based on historical data.				
Ensures timely departmental communication or notification to Principal Investigators.				
Oversees closeouts of grants and contracts, periodic updates to files and distribution of all official notices.				
Directs computer programmers to develop system enhancements which reflect current agency requirements and result in more efficient operational procedures. Develops and modifies systems.				
Manages assigned staff. Recommends organizational structure, reporting relationships and staffing needs based on departmental goals. Makes hiring, promotional and salary decisions in accordance with university policy. Provides performance appraisals for assigned staff and determines need for disciplinary action.				
Plans and manages projects as assigned. Gives direction to other departmental staff.				
Directs departmental budget development and monitors income and expense transactions.				
Issues periodic reports reflecting contract and grant activity for management review and use. Analyzes data for identification of trends. Prepares ad-hoc reports as requested.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job

description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.