



Director, Contracts And Grants (Centralized) Job Description

JOB INFORMATION

Job Code:	121031
Job Title:	Director, Contracts And Grants (Centralized)
FLSA Status:	Exempt
Supervisory:	Manages through subordinate supervisors.
Job Family:	Contracts & Grants
Job Family Group:	Research and Grants Administration
Management Level:	4 Administrator

JOB SUMMARY

Has responsibility for effective management and leadership of key contracts and grants administrators and managers and aspects of department operations including staff supervision; professional development; strategic planning; customer service; university and department sponsored project policy and procedure development, implementation, interpretation and communication; oversight of compliance issues; participation in development of university-wide and department staff training; and participation in design, development and implementation of department electronic systems. Provides expertise to Office of Contracts and Grants staff by providing on-going guidance and assistance in resolving particularly complex or difficult situations through direct involvement and coaching.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Master'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	
	X	10 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 and knowledge of contracts and grants administration practices.
X		Thorough knowledge of applicable federal, state and local laws, regulations and policies.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Management experience in a corporate or university setting.
X		Demonstrated strong interpersonal skills to deal effectively and tactfully with people at all levels.
X		Demonstrated ability to communicate effectively, both verbally and in writing.

Other Job Factors

- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees management and leadership of key contracts and grants administrators and managers. Directly manages assigned staff, usually through subordinate supervisors. Recruits, screens, hires, orients and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Coordinates work assignments and maintains appropriate and current job descriptions for positions. Counsels, disciplines and/or terminates employees, as required.				
Participates in short and long-term strategic planning, making or recommending modifications and/or additions to services provided, staffing and organizational plans, and corresponding budgetary implications. Sets team goals, objectives and implements team-building strategies employing outcome measures to evaluate goal attainment and individual and team productivity.				
Monitors, analyzes and evaluates the adequacy, effectiveness and efficiency of departmental operations and services. Assesses team's ability to maintain high-quality, value-added services in response to department growth and activities. Assists in reduction of identified problems. Recommends changes as needed to improve delivery of services, processes, and operations. Implements efficient and new, creative approaches to address increases in workload volume or complexity or problems, as needed.				
Identifies training needs of staff and coordinates delivery of training to meet such needs. Collaborates with senior management and training staff to develop university-wide and staff training courses and workshops. Participates as an expert instructor in the delivery of university-wide training in research administration.				
Serves as expert resource for staff by providing on-going guidance and assisting staff in resolving particularly complex or difficult situations through direct involvement and coaching. Builds staff capabilities to quickly and efficiently process proposals and awards while meeting standards and policy requirements established by university.				
Mentors staff in problem solving and decision making by facilitating problem solving meetings resulting in the implementation of effective and creative solutions.				
Participates in reviewing new or proposed changes in external and university sponsored project policies. Makes recommendations for changes to proposed or revised university policies and procedures to ensure added efficiency and value to university research enterprise. Participates in developing, revising, documenting and implementing department policies, procedures and practices including procedural manuals/guides. Serves as expert resource for interpreting and applying policies and regulations.				
Participates in the administration of department budget. Analyzes financial data for trends and develops projections. Provides detailed financial status reports as needed.				
Ensures staff possesses current, expert knowledge of applicable federal regulations, laws, state statutes and university policies and procedures as related to the management and administration of sponsored projects. Informs university community of and monitors changes in federal regulations, laws, or state statutes regarding the solicitation, management or administration of sponsored activities in coordination with senior management. Assesses impact of legislation on existing sponsored activities.				

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Participates in the design, development and implementation of electronic systems supporting department activities such as enhancement of data systems, integrating web pages and data systems to create electronic processes, expanding data system reporting functions, etc.				
Ensures negotiation of award terms and terms of subawards to other entities protect university interests and faculty, staff and students while balancing those interests with legitimate needs of university's sponsors and subrecipients. Determines need for legal review and coordinates university policy exceptions.				
Establishes and maintains effective and productive working relationships with university staff from schools and departments with responsibilities impacting the solicitation, acceptance and administration of sponsored activities. Ensures internal staff effectively communicates with customers (e.g., faculty, administrative staff, and sponsor representatives).				
Assists in monitoring and analyzing developments in Electronic Research Administration (ERA) and disseminating information to the staff and the university community.				
Networks with professional counterparts inside and outside the university. Participates in professional associations to stay informed of new developments and technologies. Makes recommendations to senior management regarding departmental changes based on developments in field and business needs.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. 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.				

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/			Yes

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.