



## Contracts & Grants Manager (Decentralized) Job Description

### JOB INFORMATION

Job Code:	121044
Job Title:	Contracts & Grants Manager (Decentralized)
FLSA Status:	Exempt
Supervisory:	
Job Family:	Contracts & Grants
Job Family Group:	Research and Grants Administration
Management Level:	5 Manager

### JOB SUMMARY

Manages the staff and administrative operations of a contracts and grants office for a school including development and implementation of policies and procedures, strategic planning, and personnel administration. Serves as an advisor to the dean(s) of the school regarding sponsored projects administration.

### 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		5 years	
	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		Contract and Grant Administration

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Manages the staff and administrative operations of a contracts and grants office for a school. Plans and develops department objectives and goals of the school's contract and grant office. Researches and identifies trends and needs and establishes office directions accordingly. Determines organizational structure, reporting relationships and short and long-range staffing needs. Serves as an advisor to the dean(s) of the school regarding sponsored projects administration.				
Supervises all assigned subordinate staff. Recruits, screens, hires, orients and trains staff. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Ensures timely completion of units' work. Evaluates employee performance and provides guidance and feedback. Counsels or disciplines, as needed.				
Facilitates and assumes a leadership role in the resolution of problems referred by internal contracts and grants staff and departmental research administrators.				
Develops and implements operational and administrative policies for the school. Interprets policies and procedures. Resolves policies and procedural issues and makes exceptions as appropriate.				
Designs and implements procedures, services and systems for the office and school to enhance research administration.				
Oversees preparation of proposals for submission to sponsoring agencies including proposal approval process, electronic proposal system, proposal and award files, advance funding process, document preparation, budget and compliance review, opportunity database content, proposal development, cost share approval, routine and ad-hoc reporting, etc. Ensures compliance with all policies, procedures and regulations.				
Develops short and long-term plans and implementation processes to train staff in the office and school in all aspects of pre-award research administration.				
Creates individual faculty, development and management reports on sponsored projects in the school as needed.				
Interacts with deans, faculty, senior administrators and sponsor representatives to facilitate research administration activities and for clarification of procedures and regulations during the proposal preparation stage.				
Interacts with other internal administrative units on campus such as Sponsored Projects Accounting, Equipment Management, Purchasing Services and the Contracts and Grants Office for information exchange, problem resolution and clarification of policies and procedures.				
Provides on-going updates and information regarding the status of research activities for the research dean and/or department chairs. Oversees the dissemination of information through the use of communication vehicles such as website updates, email notifications and workshop sessions				
Participates in classes, programs, professional associations and conferences, which benefit the management and administration of sponsored projects. Makes presentations on grants management as requested.				
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.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

## 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		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

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.