

		ISSUED: <u>6/93</u> <u>8/91 & 3/88</u>
TITLE: <u>Grant/Contract Officer II</u>	SALARY SCHEDULE: <u>B</u>	CLASS CODE: <u>PE327</u>
UNION: <u>P&A – Local 1979, U.A.W</u>	SALARY GRADE: <u>12</u>	EEO CODE: <u>30</u>
	FLSA: <u>Exempt</u>	E- CLASS: <u>PE</u>

POSITION PURPOSE

Assist and advise faculty in the establishment and maintenance of grant and contract project accounts to ensure compliance with University interests, agency policies and regulations and proper usage of agency funds. Position duties require the application of complex specialized skills which can be acquired through a combination of job-related training and considerable on-the-job experience.

ESSENTIAL JOB FUNCTIONS

- Review fund proposals and establish fund accounts. Maintain and review revenue and expenditures on accounts; provide information and guidance to principal investigators on account usage; utilize computerized FAS system, as well as skills acquired through job-related training and on-the-job experience to monitor accounts.
- Act as liaison between University principal investigators and sponsoring agencies to resolve problems and answer inquiries regarding policies of the University or funding agencies. Advise on agency deadlines and policy changes. Ensure account expenditures meet agency guidelines.
- Update grant accounts resulting from amendments to grant/contract, transfer of budget between expense categories or changes in the expiration dates of accounts. Review, approve and process budget transfers according to funding availability, agency guidelines and University policy. Monitor monthly payroll lists and authorize new accounts or payroll extensions. Review and coordinate close out documents for grants and contracts.
- Prepare special reports and analyses, including the Board of Governor's Grant/Gift/Contract Activity Report, using computer database information. Responsible for accuracy of database information. Update database as necessary.
- Train and oversee clerical support staff on methods and procedures. Verify accuracy of work performed by clerical staff. Interview and recommend employment of support staff.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This intermediate level requires complex specialized, non-theoretical skills to establish and maintain grant/contract accounts according to agency and University policy. The ability to properly interpret contract language impacts a principal investigator's account expenditures and ultimately, the University's ability to meet its contractual obligations. Work activities are dictated by established procedures, but require incumbent to apply these procedures to differing sets of circumstances, demanding the search for new applications of procedures. Incumbents provide instruction and guidance to faculty, management staff and exempt professionals in the policies and procedures of grant/contract provisions and provide work direction to non-exempt clerical staff. This classification is typically located in the Office of Research and Sponsored Programs and reports to and receives work direction from a management level classification, i.e. Manager, Associate Director, Director, etc.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university or an equivalent combination of education and/or experience.
- Reasonable experience in grant administration and grant or general accounting.
- Reasonable knowledge of and experience in academic grantsmanship.
- Reasonable knowledge of University organizational structure and operational policies and procedures.
- Strong oral/or and written communication skills.
- Reasonable knowledge of and experience with FAS.
- Computerized database experience preferred.
- Typically, incumbents have held positions such as Information Officer, Accountant, Budget Analyst, Administrative Assistant or Grant and Contract Officer I.