

*Code: 1843*

*Title: CONTRACTS/GRANTS ADMINISTRATOR*

**SUMMARY:** Monitors, reviews and coordinates contract/grant administrative activities within Pima County. Monitors subcontractor fiscal and contractual performance as well as coordinating efforts between funding sources and subcontractors.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Participates in planning, writing, negotiating and modifying contracts and/or grants;  
Participates in developing, implementing and monitoring contract/grant administrative activities;  
Coordinates contract/grant activities intra- and inter-departmentally and with other governmental agencies, outside agencies and the public and responds to questions and inquiries;  
Assists subcontractors in establishing, implementing, and reviewing service goals, objectives and procedures and interprets rules, regulations, and guidelines of governmental and funding agencies;  
Conducts quality assurance reviews of service providers and monitors subcontractor contractual performance;  
Reviews subcontractor fiscal reports and statements to verify accuracy and monitors billings to assure services have been rendered;  
Assists subcontractors with problematic cases and intervenes as required;  
Performs liaison activities with county legal staff to obtain legal review and approval of contracts/grants and administers contracts/grants in compliance with applicable Federal/State statutes, regulations, and County policy;  
Provides generalized administrative services for a department and subcontracting agencies or entities;  
Utilizes an automated information system to monitor and track contract/grant data;  
Researches and analyzes contract/grant data and generates, monitors, and verifies periodic, special and annual reports.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of contract/grant/intergovernmental agreement development and administration;
- program and contractual monitoring procedures and practices;
- federal, state, and county laws, rules, regulations and policies pertaining to contract/grant administration;
- administrative practices, procedures and organizational methods;
- report and business writing techniques;
- applications of automated information systems.

Skill in:

- planning, coordinating, and monitoring contract/grant activities;
- communicating effectively, and interpreting and explaining policies and procedures;
- interpreting and applying laws, rules, and regulations to contract/grant administration;
- compiling and analyzing data and preparing summary and status reports;
- use of automated information systems for database management and report generation.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in public or business administration or a related field and two years of experience monitoring and reviewing contracts or grants or administering and monitoring programs.

(Additional relevant education from an accredited college or university may substitute for a portion of the aforementioned experience)

(Additional relevant experience may substitute for a portion of the aforementioned education)

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County  
Updated

Revised 05/11/97(wo)  
05/06/09(gs)