

Code: 1853

Title: CONTRACTS/GRANTS MANAGER

SUMMARY: Manages and administers the contracts and grants of a departmental accounting unit.

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

Manages a support staff involved in monitoring contracts and grants;
Directs and supervises an accounting staff engaged in the budgetary, accounting and financial aspects of the department;
Directs the development of specifications for contracts following legal guidelines;
Establishes policies and procedures for answering questions about contracts and the issuance of change of work orders;
Sets policies and guidelines for negotiation of contracts and administers the negotiations;
Supervises the preparation of the budget portion of grant applications and coordinates the preparation of the overall grant application;
Coordinates the processing of grant agreements;
Provides input and approves payment for contractor billings;
Directs and participates in the preparation of the annual department budget using input from division directors and management staff;
Monitors budget execution for multiple cost centers and reports on the current status;
Reviews and approves payment for demands, travel requests, travel claims and requisitions for supplies and petty cash claims.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles of contract administration;
- accounting principles and practices;
- statutory requirements affecting contracts and grants;
- public sector administrative practices including budget, finance and personnel;
- principles of effective supervision.

Skill in:

- administering the monitoring, review and negotiation of contracts;
- directing the application for grants and the subsequent administration of the grants upon award;
- directing and supervising the activities of a professional accounting staff;
- coordinating various cost centers in the development of the departmental budget;
- interpreting and utilizing governmental laws, rules and regulations as they apply to contracts and grants.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in public or business administration, accounting, finance or a closely related field as defined by the appointing authority and five years of progressively responsible experience monitoring, reviewing and administering contracts

and grants, including three years of experience in a managerial or supervisory capacity.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OR:

(2) Two years with Pima County as a Contracts/Grants Administrator.

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

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