**M6: Level Standards**

**GENERAL ROLE**

This level is accountable for providing management of a small- to moderate-sized office or department charged with providing a variety of cross-disciplinary services. Incumbents should generally have oversight of professional and non-professional staff, as well as business and/or administrative operations. Positions at this level do not exclusively serve as the supervisory level to only student employees

Incumbents:

* Modify practices and procedures to improve efficiency and quality of services delivered by subordinate staff.
* Ensure policies and procedures are followed and functions are carried out efficiently and correctly.
* Are accountable for setting goals and objectives for staff members to achieve operational objectives and service standards.
* Distribute work and monitor workload among staff.
* Evaluate and monitor the accuracy, quality, quantity, and timeliness of services and activities.
* May develop/enhance processes and procedures to improve efficiency or effectiveness of services, as a means to fulfill departmental or office initiatives.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under direction.
* Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

*🡪 Context of Decisions*

* Decisions are driven by departmental policy and procedures.
* Understands the smallest details of an assigned area.

*🡪 Job Controls*

* Free to plan and carry out all phases of work assignments, including the oversight of staff.
* Has the latitude to make daily operational decisions.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Issues are readily identified but cannot be understood and fixed in simple cause-effect terms.
* Variables affecting the problem are generally known.

*🡪 Course of Resolution*

* Utilizing an understanding of best practices and the way similar units run elsewhere, convincingly recommends, develops, and implements capital and process improvements to the area.

*🡪 Measure of Creativity*

* Problems require integrative solutions such as how technologies, processes, resources, and people all fit together.

**SCOPE AND MEASURABLE EFFECT**

* Serve as a manager of a moderate-sized department or office charged with carrying out cross-disciplinary tasks or functions
* Actions regularly affect a department or an office-centric outcome with departmental impact.
* Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
* Actions may have high-risk compliance or safety implications.
* Performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource

allocation/effectiveness, etc.

**Job Template**

**GENERAL SUMMARY**

Manages a team of grants and contracts administrators to ensure requirements are met and in compliance with university and sponsor rules/regulations. Provides day-to-day guidance and high-quality customer service to faculty, sponsors, and others in managing the technical and financial aspects of sponsored programs.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under direction of a manager. Manages a team of professional and/or non-professional staff serving a variety of departments and sponsors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role*

* Manages and safeguards sponsored program funds by providing day to day guidance and supervision to a team of grant and contract administrators in conducting pre-award proposal reviews, post award transaction reviews, preparing reports, approving and processing various transactions to ensure accuracy and compliance with university policies and agency regulations. May include own caseload
* Oversees a team responsible for certifying that proposals and reports are ready to be submitted, including all approvals and required documentation, may oversee the submission of proposals.
* Oversees awards managed by team including budgets, payroll calculations, adjustments, project reporting, and other post-award activities; Ensures transactions are in accordance with cost accounting standards; reviews and makes account adjustments as needed; reviews and resolves discrepancies related to financial compliance or availability of funds.
* Manages and performs grant and contract award activities, including proposal processing, account set-up, compliance reviews, account reconciliation, expenditure reviews, financial reporting, and closeout.
* Ensures team maintains records in accordance with University, state, federal and sponsor requirements.
* Serves as a member of leadership team. Participates in establishing and updating office policies, procedures, processes, and initiatives.
* Works closely with SPS leadership on responses to auditors, gathers and provides supporting reports/documentation to facilitate the reviews.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in related field and six years of related experience. At least one of these years of experience must be overseeing large projects, or at least two years in a supervisory capacity over a small unit.

**COMPETENCIES**

**Knowledge of:**

* Federal regulations, sponsor guidelines, and the Federal Office of Management and Budget Uniform Guidance as it relates to sponsored program activities
* University policies and procedures related to and affecting sponsored program activities
* University financial systems
* Principles and practices of employee supervision
* Microsoft Office and related software applications

**Skill in:**

* Planning and organization
* Developing and maintaining effective and appropriate working relationships
* Critical thinking, problem solving and analysis

**Ability to:**

* Develop financial reports
* Review documents for conformance to sponsor requirements
* Meet deadlines
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Test and verify data during software upgrades and implementation
* Maintain the confidentiality of information and professional boundaries
* Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management