

GRANT/CONTRACT ADMINISTRATOR III *

Function of Job:

Under administrative review of designated official(s), to be responsible for administration of grants, contracts and subcontracts, including reviewing, negotiating, recommending acceptance or rejection , and establishing accounts on behalf of USNH; and to manage assigned responsibilities relating to grant and contract awards and financial issues.

Characteristic Duties and Responsibilities:

1. Maintain current expertise in applicable federal/state/private agencies' regulations/procedures and in USNH policies and procedures; advise affected USNH personnel as necessary, monitor and ensure compliance.
2. Conduct legal and financial reviews of grant/contract proposals and/or awards prior to account establishment; review and interpret terms and conditions and recommend changes as necessary to ensure USNH compliance.
3. Negotiate terms and conditions, practices, and procedures with contracting officers of sponsoring agencies; write contracts and subcontracts as required.
4. Recommend acceptance or rejection of grants and contracts, and approve charges to same as consistent with terms and conditions of awards; obtain sponsor approvals as required by terms and conditions of awards.
5. Provide professional expertise and guidance to project director, business managers and other sponsored program staff on grant/contract financial, budgetary, and administrative matters.
6. Participate in developing, implementing, revising, and maintaining management and financial information systems for sponsored program grants/contracts.
7. Produce and analyze periodic reports detailing financial management issues such as grants/contracts accepted, not-fully-executed accounts, indirect costs waived, indirect cost and fringe benefit rates, cost-center rates.
8. Represent the USNH during site visits and audits of grants and contracts; resolve problems and participate in final negotiations.
9. Supervise staff responsible for grant and contract administration.
10. Act on behalf of Director during his/her absence.
11. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in field related to finance or business and three years of experience in sponsored programs administration including grant and contract negotiations in an academic environment or Bachelor's degree in field related to finance or business and five years of similar related experience.
2. Detailed knowledge of federal/state agencies' regulations/procedures applicable to grants and contracts.
3. Excellent oral and written communication skills; excellent financial and negotiating skills.
4. Ability to work effectively at a high professional level.
5. Experience with computerized management systems.
6. Supervisory ability.

9/1/87

System Approval

9/1/87

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

*** Revised – original approved 2/27/81 and revised 1/24/84 as “Senior Grant and Contract Officer.”**