

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Grants Manager			<i>BOT Date:</i> June 22, 1998
<i>Level:</i> F	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0627	<i>Adm. Rev:</i> June 3, 2009

### GENERAL DESCRIPTION

Manages and facilitates all grant activities of the college in accordance with the Institution's Grants Process. Serves as primary contact to Principal Investigators (PI) and grant project directors in navigating the process and coordinating all college resources and services to support successful grant applications and post award management. Responsible for facilitating a smooth transition from development to implementation and evaluation to closeout. Works closely with the Grants Accounting Office, Human Resources, Legal Resources, Strategic Planning, Institutional Research & Grants, the Institutional Review Board (IRB), HCC Foundation and all other college service providers as dictated by a specific grant project.

### KEY RESPONSIBILITIES

### % OF TIME

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1.*	Leads project management pre-award grant activities including providing assistance with internal grants approval process; assembly and oversight of grant writing teams; completion of grant writing checklist; and ensures that applications are submitted in a timely manner.	30%
2.*	Leads post-award grants management activities including completion of Post-Award Checklist with Post-Award Team including identification of tasks to accomplish, timelines, delegation of assignments to include monitoring of checklist implementation, and works with project directors to complete a summative evaluation of the effectiveness of the project.	20%
3.*	Develops and maintains resources to support grants development and management including a Grants Management Handbook, grants training, websites (Grants & IRB), tracking databases, and supporting online forms.	30%
4.	Cultivates relationships within local, state and federal organizations, both public and private, to develop grant sources and funding opportunities. Includes proactive relationship building prior to conception of grant awards and applications.	10%
5.	Reviews and monitors funding sources (e.g. Federal Register, Grants - Gov, NIH, NSF, USDOE), current legislation, regulations, and policies impacting grant activities and communicates with the college community regarding potential funding streams.	8%
6.	Drafts a schedule of grant proposals to be written that meet established institutional priorities.	2%
	Performs other similar and related duties as assigned.	

\* Indicates an "essential" job function.

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<b>KEY JOB REQUIREMENTS</b>		
<i>Formal Education:</i>	Bachelor's Degree required; Masters preferred.	
<i>Work Experience:</i>	5 to 7 years.	
<i>Planning Scope:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the campus.	
<i>Impact on Budgets:</i>	Recommending/Contributory: Have a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact on Grant Funds:</i>	Recommending/Contributory: Have a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact on Revenue Generating:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expense or revenues.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of my campus.	
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<i>Decision Making:</i>	Analytic: Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Regular external contacts to carry out organization programs and to explain non-specialized matter, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, polices and procedures.	
<i>Level of Supervisory Responsibility:</i>	Involves no responsibility or authority for the directions of others.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Advanced Professional Skills: Requires advanced knowledge of theories and practices of a professional field. Extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work is typically performed in an office, library, or computer room sitting at a desk or table with intermittent standing, stopping and walking. Work environment involves only infrequent exposure to disagreeable elements.	