



JOB TITLE: Contracts & Grants Manager

DEPARTMENT: ENGINEERING

JOB CLASS NUMBER: 3225

DIVISION: PROJECT MANAGEMENT

REVISION DATE: January 30, 2024

A handwritten signature in black ink that reads 'C. Morgan McCallister'.

Acceptance: Department Head

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:

Under direct supervision of the City Engineer and general supervision of the Engineering Project Manager, is directly responsible for administering and monitoring contracts/grants, maximizing efficiency of Capital Projects implementation and completion. Actively communicates with the Administration's Grants Writer for the solicitation of grants from outside sources, including federal, state and local entities. Manages grants (in-house and 3rd party), contracts and sub-contracts appropriate to specific projects. Researches and interprets relevant regulations, guidelines, and standards, and oversees the processing of contracts and/or grants. Provides administrative and technical guidance to staff during implementation of Capital Projects.

EXAMPLES OF DUTIES:

- *Assists with the development and preparation of contracts and sub-contracts, including assistance in budget and form preparation, and interpretation of funding requirements and regulations; serves as liaison for administrators, and/or staff requiring assistance in the preparation of proposals, contracts, and agreements.*
- *Analyzes and evaluates contract and grant budgets for correct calculation of expenditure categories.*
- *Acts as liaison between the City, funding agencies, and contract entities; researches, drafts and approves formal responses to requests for proposals, quotation, contracts, and agreements.*
- *Analyzes and evaluates awarded proposals, contracts and sub-contracts for compliance with funding agency, state and local policies and procedures; prepares required acceptance documentation and obtains official signatures.*
- *Formulates processes and procedures to effectively and efficiently administer contracts and grants to meet City requirements within policy parameters; researches appropriate federal, state, and local requirements to facilitate compliance by all parties; assists in arbitration, and resolves conflicting interests, as necessary.*
- *Coordinates receipt of awards and contracts with principal parties and post award contract and grant accounting administration; maintains proposal and funding records in database systems, and prepares scheduled and special reports, studies and analyses.*
- *Participates and/or assists in special projects, and performs associated miscellaneous administrative duties as assigned; may provide functional direction to lower-level technicians on assigned work.*

TRAINING AND EXPERIENCE:

- *Must have a Bachelor's Degree in a related technical field*
- *Must have ability to plan, prioritize, organize, and review multiple assignments*
- *Must have the ability to develop and present clear, accurate oral and written reports*

KNOWLEDGE, SKILLS, AND ABILITIES:

- *Ability to make administrative/procedural decisions and judgments*
- *Ability to comprehend and follow grant funding policies and procedures and applicable local, state and federal regulations*
- *Information research skills*
- *Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community*
- *Ability to prepare research reports and proposals*
- *Proposal and grant writing skills*
- *Database management skills*
- *Ability to analyze budgetary line items for compliance with budget guidelines*
- *Ability to communicate effectively, both orally and in writing*
- *Negotiation and arbitration skills*
- *Organizing and coordinating skills*
- *Ability to perform complex tasks and to prioritize multiple projects*
- *Ability to provide technical advice and information to faculty and staff in area of expertise*
- *Knowledge and understanding of guidelines, and policies*
- *Records maintenance skills*

LICENSES AND CERTIFICATES:

- *Valid State of Louisiana Driver's License*

INTERNAL POSTING PERIOD: 3/12 - 3/26/24
Position posting goes public after 10th day.