

Job Description

Position Title: Assistant Program Manager, Program Administration

Job Family: Grants Administration

Job Type: Professional - Senior

FLSA Status: Exempt

Salary Grade: 06

Position Summary:

The Grants Administration Assistant Program Manager researches grant opportunities and summarizes requirements. Coordinates all College pre-award development with key stakeholders. The Grants Administration Assistant Program Manager requires extensive knowledge of internal control management, interpretation of the Code of Federal Regulations (e-CFR), Government Accountability Office (GAO) requirements, Office of Federal Financial management (OFFM), and Office of Management and Budget (OMB) requirements for federal awards. The Grants Administration Assistant Program Manager provides various financial analyses for grant services to track grant post-award performance. The Grants Administration Assistant Program Manager assists with post award grant management execution and monitors administrative documents to ensure everything is present for an audit. The Grants Administration Assistant Program Manager works with the Director for Grant Services on any administrative or compliance matters related to the grant including record retention, BOG documents, continuations, contracts, etc. The Grants Administration Assistant Program Manager acts as a liaison on various grant proposals and may manage or supervise contract service employees.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Maintains training materials and compliance materials for grant services. Manages the grant services deadlines calendar. Acts as a liaison on various grant proposals and may manage or supervise contract service employees.
2. Assists with the grants.gov workspace, filing forms, documents, and attachments that comprise an applicant's submission to an award opportunity either online or through other means. Regularly communicates with key stakeholders on the status of the process, and during the lifecycle of the award, monitors administrative documents to ensure everything is present for audit. Works with the Director for Grant Services on any administrative or compliance matters involving the grant as needed.
3. Provides various financial analyses for grant services to track grant post-award performance.
4. Assists with the management of the central shared grant services drive and monitors pre and post award files including the framework file folders of each award, their naming conventions, and files within those folders to ensure all files are properly accounted for and are consistent across all awards and compliant with record retention requirements.
5. Assists with continuous improvement of the award development process by monitoring workflows and streamlining workflow to improve efficiencies. Provides recommendations to the grant services team.
6. Prepares written summaries on award announcements, updates, and grant related contracts for the Director for Grant Services that will flow through Board Docs and be presented to the College Board of Governors.

7. Collaborates with the Director for Grant Services on grant writer bids and proposals each year including providing research, risk exposure, and recommendations.
8. Participates with key grant services staff on various continuous improvement projects including website management and dashboard activities. Will take the lead on projects that make sense within the department.
9. Create requisitions for the grant services department including external grant writer contract renewals and other program department memberships and services.
10. Maintains the grant services dashboards and website.
11. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge and application of interviewing and investigative methods and procedures
3. Knowledge of internal and external customer service principles and practices
4. Skill in coordinating and monitoring the work of others
5. Skill in effective communication (both written and oral)
6. Skill in independent decision making
7. Skill in positive, productive, and flexible customer service
8. Skill in problem solving
9. Skill in program development and process improvement
10. Skill in project management principles, processes, and techniques
11. Skill in public speaking
12. Ability to adapt and maintain professional composure in emergent and crisis situations
13. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
14. Ability to develop and maintain effective and positive working relationships
15. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.
- **Information and Analytics:** Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a closely related field of study required.
 - Three (3) to five (5) years of related experience required.
 - Five plus (5+) years of project management experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening or weekend work hours
- On-call rotation duties
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License