Position Title:	Grant Compliance Officer		
Reports To:	Director, Resource Development		
Department:	Resource Development	**Job Code:**	0476
Prepared By/Date:	Donna French/11-17-2011	**Job Group:**	PEC
Approved By/Date:	Patti Bartels/11-18-2011	**Salary Grade:**	15
Revised:		**FLSA Status:**	Exempt

Summary:

This position initiates, develops, directs, coordinates, and manages college-wide policies and procedures pertaining to the implementation and reporting of grant-funded projects.

Essential Duties and Responsibilities:

- Works directly with the Assistant Controller in Business Affairs to coordinate reporting, audit responses, and other grant-related activities and serves as a resource during the annual budget processes
- Provides direct assistance to the Director, Resource Development, in the formulation and implementation of College policies and procedures as they affect the administration of grant projects
- Assists with analyzing, interpreting and applying Federal, State, Local Government, and private funders' statutes, rules, and regulations regarding grant administration and implements related college-wide processes
- Serves as a resource for Resource Development staff and project managers during the project development process focusing on allowable expenditures and the project budget
- Conducts monthly monitoring meetings to review fiscal and performance activities and provides information to project managers to adjust spending
- Develops materials and provides training and oversight to facilitate the preparation of reports and documentation required by grantors
- Monitors in-kind obligations and Time and Effort reporting
- Negotiates awards, no cost extensions, carry-over of funds, changes in key personnel, and other project modifications
- Ensures compliance with agency requirements regarding disbarred vendors, purchasing regulations, equipment inventory, and closing documents
- Processes award documents, drafts sub-agreements, MOUs, and similar documents
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Demonstrated knowledge of federal, state, and local laws, regulations, and requirements that govern grants administration
- Comprehensive knowledge of Federal laws and guidelines for administration of federally funded grant projects including OMB Circulars and EDGAR
- Comprehensive knowledge of State laws and guidelines for administration of state grants including the Green Book
- Ability to understand, analyze, and interpret Federal and State laws, grantor guidelines, financial reports, and legal documents
- Familiarity with government reporting
- Ability to respond effectively to complex inquiries from grantors and regulatory agencies
- Ability to present information effectively to top management, public groups, project managers, and boards of directors

- Ability to define problems, collect data, establish facts, and draw conclusions
- Demonstrated ability to manage multiple projects concurrently under deadline pressure and changing priorities
- Ability to solve problems creatively in order to meet organizational goals and objectives
- Possess excellent organizational skills
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:
Non-Essential

Minimum Requirements:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in an appropriate field and two (2) years of combined experience in grant/contracts administration management and financial management, accounting, or related field; or Bachelor's degree in an appropriate field and six (6) years of combined experience in grant/contracts administration management and financial management, accounting, or related field

ACKNOWLEDGEMENT
I have read and acknowledge receipt of a copy of my job description.

_____ _____
Signature Date

_____
Printed Name