

Position Description

Position Description	
Report Run Date	Aug 4 2017 9:29AM
Position Number:	02009510
Dept:	OVCR - SPONSORED PROGRAMS - 061821
Position:	CO-ASSOCIATE DIRECTOR, SPONSORED PROGRAMS
Approved Payroll Title Code:	0256
Approved Payroll Title:	ASSOCIATE DIRECTOR (FUNCTIONAL AREA)
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	0
POSITION DETAILS	
Job Summary:	The Co-Associate Director, Sponsored Programs, is responsible for providing vision, leadership, and comprehensive management and oversight for a large, complex and growing organization in the areas of contract and grant operations, supervision and management of teams assigned to campus units, building and maintaining positive relations with internal and external customers and UCD/UC partner offices, analyzing and interpreting policy and procedures related to research administration, and developing and disseminating research administration-related information to the campus.
Campus Job Scope:	This is an advanced professional exempt level position managing the campuswide Sponsored programs, operations, and policy services.
Department Specific Job Scope:	<p>The Sponsored Programs Office (SPO) budget is drawn from several fund sources and amounts to approximately \$3,600,000 annually. The SPO is responsible for the review, negotiation and acceptance of extramural research awards. Reporting to the Executive Director of Research Administration, the Co-Associate Directors, Sponsored Programs, are senior members of the SPO management team and jointly have full leadership, management, supervisory, administrative, and operational responsibilities for the SPO, with each Associate Director assuming unique office functions in addition to shared daily oversight of sponsored projects administration and providing back-up for one another. The Co-Associate Directors will work with the Executive Director, SPO staff, respective Deans and Department Chairs, principal investigators and department representatives to develop and maintain an environment supportive of researchers based on communication, outreach, and excellence in customer service.</p> <p>The Co-Associate Directors provide vision and leadership with demonstrated expertise in university administration, contract and grant administration, human resources and the ability to effectively manage a large, complex and growing organization.</p>
Positions Supervised:	<p>Direct Supervision: Analyst V Supervisor - 2-3 FTE</p> <p>Indirect Supervision: Analyst III - 2 FTE Analyst II - 7-8 FTE</p>

	<u>_Admin Asst II - 2 FTE</u>
Essential Responsibilities:	<p>45% LEADERSHIP AND SUPERVISION As senior member of the Sponsored Programs Office (SPO) supervise the various team leaders of proposals and/or awards teams serving campus schools/colleges and provide leadership for the assigned teams. Provide oversight for pre-award & non-accounting post-award services related to contracts & grants. Draft & negotiate highly complex contracts & other legal correspondence and conduct comprehensive analyses of contracts proposed by extramural sponsors for compliance with UC policy. Provide leadership for SPO supervisors; delegate workload to achieve unit goals & objectives. Interview, select, train, mentor, motivate, & retain staff; evaluate performance & provide accurate & timely feedback. Develop a strong, productive, service-oriented work team.</p> <p>35% OPERATIONS MANAGEMENT Direct & establish priorities for day-to-day operations, conduct short & long range strategic planning sufficient to align SPO to successfully manage a dynamic workload, meet changing stakeholder and customer demands and expectations, make efficient use of resources and conduct business in an open and transparent manner with the goal of achieving SPO's mission, vision, & values. Develop and set team metrics addressing and ensure internal operational efficiencies, maximum productivity, customer satisfaction and employee proficiency. Foster on-going relationships with staff, mgt., customers and stakeholders, senior campus administrators, UC System/other Campus administrators that encourage regular & open dialogue. Represent SPO on campus & system-wide committees and professional mtgs & associations. Exercise delegated signature authority. Ensure proper balance of stewardship with customer service by protecting the interests of the University, faculty, staff & students while considering legitimate needs of sponsors & sub recipients</p> <p>15% POLICY ANALYSIS Provide oversight for research administration policy and analysis by determining the need for & coordinating system-wide or campus policy exceptions to accommodate atypical sponsor requirements. Evaluate effectiveness & efficiency of SPO processes & policies, conducting trend analyses. Serve as expert resource for interpreting & applying research policies & regulations. Review new or proposed changes in extramural sponsor and UC/UCD policies & procedures & advise Executive Director, SPO members & other campus officials of potential impacts of new or proposed changes. Make recommendations for changes to UCD policies & procedures. Develop & implement internal SPO policies, procedures & practices. Assume primary responsibility for addressing & resolving compliance issues related to solicitation & management of contracts & grants and coordinate with researchers and appropriate senior campus officials to address/resolve compliance concerns and communicate resolution to sponsor representatives. Under the direction of Executive Director, communicate resolutions to campus officials as needed. Monitor & advise Executive Director of changes in applicable federal regulations, laws or state statutes.</p> <p>5% OTHER DUTIES AS ASSIGNED</p>
Physical Demands:	
Work Environment:	UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.
Background Check:	Yes
QUALIFICATIONS	

Minimum Qualifications:

- Minimum of five years of management experience.
- Minimum of five years research administration experience.
- Experience providing leadership as demonstrated by an understanding of the organizational mission and strategic priorities.
- Skill to translate the strategic priorities into daily actions and results.
- Experience with strategic planning and change management.
- Skills to analyze and evaluate programs, provide sound recommendations, and revise priorities and/or approaches to accommodate change requirements.
- Skills in decision-making, problem-solving and project management to ensure projects and systems are developed and implemented on a timely basis.
- Possess political acumen essential for negotiating workable solutions to complex problems.
- Skills to mentor, coach and hold staff at all levels accountable for work performance and products that add value to an organization.
- Experience interpreting and applying federal and state research guidelines, policies and practices (including intellectual property policies), and complex sponsor requirements.
- Skills to understand and present complex technical and legal material.
- Knowledge of issues and trends in research administration and compliance.
- Interpersonal and communication skills demonstrated by effective interactions with others and clear articulation of organizational goals.
- Experience managing conflict and skills necessary to bring parties with disparate views toward mutually beneficial outcomes.
- Experience analyzing complex contracts, legal documents, and policies.
- Skill to efficiently gather, analyze and summarize data and essential features of research administration issues.
- Experience applying adult learning principles and methods in the development, management and delivery of new and complex programs, acumen to understand different target audiences in order to deliver pertinent training and materials for training adult learners.

Preferred Qualifications for Selection:

- Ability to anticipate issues or needs of internal staff, faculty, and departmental administrators who may lack sufficient information to ask appropriate questions.
- Ability to obtain Certified Research Administrator (CRA) certification within 18 months.

SIGNATURES

Employee

I have read this position description and understand its contents.

Date

Supervisor

Date

This position description accurately describes the essential responsibilities assigned to this position..

Department Head

This position description accurately describes the essential responsibilities assigned to this position..

Date