

Florida State Courts System

Class Specification

Class Title: Contracts and Grants Administrator

Class Code: 6900

[Pay Grade 23](#)

General Description

The essential function of the position within the organization is to manage grants and contracts. The position is responsible for reviewing an estimated 15 grant awards and agreements for compliance, providing assistance with grant acquisition and management, providing financial data to grant managers, assisting in obtaining disaster recovery reimbursement from FEMA, and performing related administrative functions, including reporting. The position is also responsible for administering an estimated 5,000 contracts, acting as a liaison for all units at the OSCA and the Circuit Courts, maintaining various spreadsheets as to the status of agreements in process. The position works under general supervision independently developing work methods and sequences.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Reviews grant awards and agreements to ensure compliance with contracting requirements and state statutes; maintains database; disseminates contract information statewide.

Provides assistance with grant acquisition and management; reviews financial activity for grants and prepares spreadsheets; answers questions for OSCA and circuit court staff regarding contracts, grants and financial information.

Prepares grant-in-aids to comply with legislative mandates, and monitors processes to completion.

Works with grant managers to provide administrative information regarding budgets, personnel or financial information required to manage grants; works with General Services Manager in obtaining disaster recovery reimbursement from FEMA as needed.

CONTRACTS AND GRANTS ADMINISTRATOR

Assist all areas of the court with coordinating and routing their respective contracts through the legal and financial processes at the Office of State Courts Administrator; maintains a contract file and financial information on all contracts.

Gathers information/data to support periodic and special reports documenting activities for the area of responsibility, such as FEMA reports to secure financial relief or grant reports.

Publishes and updates information relating to grant and contract administration on the State Courts System Intranet; acts as liaison with Administrative Services on behalf of grant managers.

Performs clerical and accounting tasks such as compiling data for indirect cost computations, processing legislative requests, or providing backup for purchasing personnel as needed.

Sets up and maintains record systems; processes daily paperwork such as reports, memoranda, contracts or financial information.

Attends staff and other professional meetings to exchange information; attends technical or professional classes, workshops or seminars to improve technical or professional skills.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and/or promoting efficiency.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

CONTRACTS AND GRANTS ADMINISTRATOR

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department, and/or managing of very large amounts of money.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as Excel, spreadsheets or custom applications.

CONTRACTS AND GRANTS ADMINISTRATOR

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Bachelor's degree in public administration, finance, accounting or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Six years of related experience.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None