

# Job Description

Position Title: Sponsored Programs Executive Director

Job Family: Executive Administration

Job Level: Executive Director

FLSA Status: Exempt

Salary Grade: 10

## Position Summary:

The Sponsored Programs Executive Director directs all aspects of operations for Sponsored Programs (awards and contracts). The Sponsored Programs Executive Director develops and implements Sponsored Programs policies and procedures, develops, submits, implements, and communicates fiscal and program management components of both awards and contracts. The Sponsored Programs Executive Director provides oversight of all PCC award and contract projects monitoring, and compliance of applicable regulations. The Sponsored Programs Executive Director works closely with Finance to ensure the accuracy and efficiency of the services provided by the Office of Sponsored Programs. The Sponsored Programs Executive Director provides support for PCC sponsored projects and PCC administration and stakeholders.

## 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. Leads adoption, application, management, and oversight of award and contract services systems and technologies to enhance the scope and delivery of services to ensure the efficiency and accuracy of reporting systems.
2. Oversees award and contract training and technical assistance.
3. Serves as the designated authorized organizational representative (AOR) for the College regarding awards and administration of awards including signing award applications on behalf of the college which assumes obligations imposed by applicable Federal statutes and regulations and other terms and conditions.
4. Develops, maintains, and administers effective tracking systems for awards and contracts.
5. Prioritizes and assigns work; conducts performance evaluations; ensures staff are trained; makes hiring, termination, and disciplinary recommendations.
6. Prepares agenda items, budget resolutions, reports, and data documents for award funding. Assists other College departments with award and contract funding, budgets, and financial and budget strategies.
7. Oversees award and contract development/preparation, application, and management of programmatic and fiscal award and contract activities.
8. Oversees the development and delivery of comprehensive sponsored projects and financial analyses for reporting to internal and external stakeholders.

9. Ensures compliance with college policies and state and federal laws regarding government awards. 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. Requires understanding of Federal Acquisition Regulations (FAR) for contracts.
10. Ensures award reporting is filed on time with funders and maintains award and contract documents.
11. Works with internal and external auditors; serves as liaison for the annual Single Audit. Reviews the federal indirect cost proposal submission and manages indirect cost rates for both awards and contracts.
12. Conveys complex information to internal and external stakeholders regarding current and developing sponsored projects and financial systems.
13. 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. Skill in people leadership and supervision.
3. Skill in effective communication (both written and oral).
4. Skill in independent decision making.
5. Skill in positive productive, and flexible customer service.
6. Skill in budget/resource management.
7. Ability to develop and maintain effective and positive working relationships.
8. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results.

### **Supervision:**

- Executive Level Leadership. Supervises work of other managers, including planning and reviewing work.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

### **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.
- Institutional Leadership: Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- 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 Accounting, Business Management, Finance or a closely related field of study required.
- Master's degree in Accounting, Business Management, Finance or a closely related field of study preferred.
- Eight (8) years of related experience required.
- Six plus (6+) years of related experience with supervisory 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 move, transport, and/or position objects of 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:

- Works some evenings and weekends
- Pre-employment Background Check Required