

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Pima County Juvenile Court

### Job Description

**Job Title:** Contracts/Grants Manager

**Job Code:** 8018

**Pay Grade:** 61

**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Develops, manages and administers the contracts and grants of the Pima County Juvenile Court Center (PCJCC). This position is responsible for ensuring contracts are processed timely and accurately, assuring compliance with procurement regulations as they pertain to contracts and grants, and ensuring grant application, reporting and modification requirements are complied with. This position is also responsible for coordinating activities between the PCJCC divisions and the contractors and/or grantors.

### **ESSENTIAL FUNCTIONS:**

- Monitors, reviews, and coordinates contract/grant activities within the Pima County Juvenile Court Center.
- Participates in planning, writing, negotiating, and modifying contracts and/or grants with division directors.
- Participates in developing, implementing, and monitoring contract/grant administration activities.
- Interacts with court administration/management to identify new grant funding opportunities.
- Coordinates contract/grant activities intra- and inter-departmentally with other governmental agencies, outside agencies, and the public and responds to questions and inquiries.
- Participates in planning, writing, reviewing and monitoring procurement processes, including Requests for Information (RFI).
- Prepares Requests for Quotes (RFQ) and Requests for Proposals (RFP).
- Interprets rules, regulations, and guidelines of governmental and funding agencies.
- Assists subcontractors with problematic cases and intervenes as required.
- Performs liaison activities with outside government agencies and private organizations.
- Maintains a schedule of policies due for review, co-chairs the policy committee and serves as contact/process point for research requests.
- Performs liaison activities with Attorney General's legal staff to obtain legal review and approval of contracts/grants and administers contracts/grants in compliance with applicable Federal/State statutes, regulations, and court policy.
- Utilizes an automated information system to monitor and track contract/grant data.

- Researches and analyzes contract/grant data and generates, monitors, and verifies periodic, special, and annual reports.
- Directs the application for grants and the subsequent administration of the grants upon award.

**ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Researches and develops potential grant funding sources.
- Performs other related projects and duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of the principles and practices of contract/grant development, intergovernmental agreements, and the administration of contracts and grants.
- Must have knowledge of federal and state laws and regulations and county rules and policies pertaining to contract/grant administration.
- Must have the knowledge and skills to compile and analyze data and prepare summary and status reports.
- Must have the knowledge and skills to use a computer and automated systems, including Microsoft software programs.
- Must have strong organizational skills, business writing skills, research, interpretation, and analytical skills.
- Must have the ability to establish and maintain effective working relationships internally and externally to the court.
- Must have the ability to communicate effectively with a wide spectrum of individuals, including court administration and management, county departments, grantors and agencies, administrative staff and the public.

**MINIMUM QUALIFICATIONS:**

A Bachelor's degree with a major in public or business administration or a related field and five years of progressively responsible experience developing, writing, monitoring, reviewing and administering contracts and grants. OR any equivalent combination of experience, training, and/or education approved by the Juvenile Court Administrator and Human Resources.

**LICENSES AND CERTIFICATES:**

Must have a valid Arizona Driver's License at time of appointment.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Juvenile Court Administrator. The incumbent will perform duties under general supervision and has no supervisory responsibilities.

Date: 07/01/1986

Revised: 12/27/2004; 07/2005; 04/12/07, 4/17/09