

Career Service Authority

HIV Grant/Contract Manager

Revised Date / /
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FLSA Code Exempt
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General Statement of Duties

Administers and directs the implementation and management of a federal grant for the purposes of developing, testing and evaluating HIV testing and research.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Directs and supervises research and testing studies funded by a federal grant or contract designed for developing, conducting and evaluating HIV research and counseling.
 - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
2. Implements and interprets policies and procedures developed by higher level managers. Develops, recommends and coordinates the implementation of new procedures for the assigned function.
 - *Skill in developing and implementing policies and procedures related to the work assignment.*
3. Provides services for HIV patients or ancillary services that support research through contracts with outside providers.
 - *Skill in establishing and maintaining effective working relationships with other employees, organizations, and the public.*
 - *Skill in using the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*
4. Identifies opportunities, conducts research and writes technical and/or business proposals.

- *Knowledge of analysis and research techniques sufficient to be able to determine what information is needed, gather and analyze the information and formulate logical recommendations.*
- *Skill in writing, clearly expressing ideas and facts and utilizing good grammatical form.*
- 5. Develops and manages the budget for the division or work functions and allocates funds within the budget to accomplish objectives.
 - *Knowledge of budgeting procedures and requirements sufficient to be able to administer a budget to accomplish division objectives.*
- 6. Plans, schedules, coordinates, and assigns work and establishes goals and priorities for subordinate employees.
 - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
- 7. Reviews work upon completion for adherence to guidelines and standards.
 - *Skill in reviewing work for accuracy and completeness.*
- 8. Reviews methodologies to ensure compliance with federal, state and local regulations.
 - *Skill in reviewing and analyzing information and formulating logical recommendations.*
- 9. Attends a variety of meetings to ensure coordination with other entities, resolves implementation problems, and acts as chief spokesperson to groups directly affected by the administrative activities.
 - *Skill in communicating and establishing effective working relationships with other employees, organizations and the public.*
- 10. Directs the development of performance evaluation standards for functions managed within the guidelines set by top management. Formally evaluates the work of directly subordinate supervisors and/or staff.
 - *Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.*
- 11. Trains employees in day to day procedures.
 - *Skill in training others to perform the duties of the work assignment.*

12. Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.

Job Requirements

Level of Supervision

Supervises two or more first level supervisors and/or two or more employees who do not supervise.

Guidance and Decision Making

Guidelines are in the form of stated objectives for the unit, function or project. Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the unit or project. Employee is responsible for coordinating and supervising several tasks in which several phases may be in progress at once. Duties performed involve weighing and evaluating many factors requiring judgment, analytical ability, and problem solving. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented.

Physical Demands

Sitting: remaining in the normal seated position.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Vision Requirements

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Mental Demands

Oral Comprehension

Written Comprehension

Working Conditions

Exposed to infection from disease-bearing specimens

Exposed to risk of bloodborne diseases

Exposure to infections and contagious diseases

Minimum Education

Baccalaureate Degree in Business Administration, Public Administration, Political Science or a related field.

Minimum Experience

Three years experience of the type and at the level of a senior operating analyst or an equivalent position.

Equivalency

Additional appropriate education may be substituted for one year of the minimum experience requirement.

Licensure and Certification

Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.