

Class Code:..... 0904
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Developed by:....CC-M
Reviewed by:.....SG
Approved by:.....LK
Date:.....4/02; 8/06; 1/12

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: SPECIALIST, CELS AND LAND GRANT PROGRAMS

DIVISION: Academic Affairs (CELS)

REPORTS TO: Dean/Director, Associate Dean/Director, and Director, Finance & Administration

GRADE: 12

SUPERVISES: Coordinator; Assistant Business Management Officer, Scientific Research Grant Assistants, Fiscal Clerks; graduate assistant, interns and students as required.

BASIC FUNCTION:

Assist in the preparation, execution and reconciliation of the College's state and overhead budgets. Assist the Director, Associate Director, and CELS administrators with the programmatic, administrative, and operational functions of the University of Rhode Island Cooperative Extension (RICE) and Agricultural Experiment Station (AES) programs (Land Grant). Prepare and submit federal and state reports, both programmatic and budgetary. Develop and manage programmatic and administrative support functions for funded projects, which include, but are not limited to: required federal and state programmatic reporting, database development, program monitoring/compliance, development of on-line reporting, budgets, and office management. Provide oversight and extensive support to faculty, staff and students during pre-award, post-award and award close-out stages of research contracts, grants and cooperative agreements. Provide direct supervision of support staff and interns employed in the College's Business Office.

ESSENTIAL DUTIES:

Assist in the preparation, execution and reconciliation of the College's state and overhead budgets.

Supervise and monitor routine business functions for all departments, programs, and units within the College of Environment and Life Sciences.

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Monitor fiscal commitments and appropriate personnel match for sponsored projects for all College employees.

Establish business procedures for the College, and oversee their implementation by all College departments.

Oversee all RICE and RIAES financial and administrative operations, and supervise the professional position assigned (i.e., Coordinator).

Responsible for ensuring that federal financial accountability mandates are met with regard to the Land Grant programs. Manage and monitor budgetary compliance with the following: RICE and RIAES Plans of Work, RICE and RIAES Annual Reports, Multi-State and Integrated project Monitoring, Federal Personnel Information System reports. Prepare and submit federal and state programmatic reports as directed.

Prepare internal RICE & RIAES documents as directed by the Director and Associate Director to include, but not limited to: Land Grant Annual Report, AES RFP Process, and Land Grant Policies and Procedures development and updates.

Monitor grants, both pre- and post-award, for Land Grant projects and submission of required federal, state and University documents/reports.

Serve as the College's liaison to both the Northeast Management Officers' Association (NEMO) and CSREES. Design and present training programs at the national CSREES meetings.

Assume primary administrative responsibility for Land Grant self-funding accounts, e.g., fee for service and cost centers that supplement the RICE and RIAES programs. This involves the budgetary management from initial set-up, training, daily operations, and monitoring of compliance under both the state and federal guidelines established for these accounts.

Implement new computer technology for electronic processing of federal documents. Develop and maintain Land Grant programmatic, personnel, and financial databases that integrate with the College of the Environment and Life Sciences' existing systems.

Produce statistical analyses as directed.

Coordinate the development and design of on-line Land Grant reporting systems and the updating and management of the Land Grant Web pages.

Advise faculty/staff in the administration of their program awards.

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Perform additional duties as required.

QUALIFICATIONS:

Master's degree with at least three years' experience in federal program administration required. Experience with U.S. Department of Agriculture procedures and reporting requirements and methods required. (Work performed in the aforementioned areas as a graduate assistant may constitute a portion of this experience.) The following are required: experience in a complex administrative support position with responsibility for operations related to the management of federal programs (both programmatic and financial), and with federal evaluation and reporting; demonstrated proficiency in computing, including word processing, database management, spreadsheet analysis, graphic arts software, and electronic mail systems; excellent interpersonal and writing skills, including the ability to effectively communicate with diverse individuals and groups; demonstrated ability to prepare and deliver oral presentations; ability to effectively organize, coordinate, and supervise support staff.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO
REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**