Job Title: Grants and Contracts Coordinator

JOB SUMMARY

The Grants and Contracts Coordinator oversees agency contract administration and develops sub-contract agreements and modifications.

MAJOR DUTIES

Prepares all contracts and sub-contracts under federal grant awards, oversees agency contract administration and develops sub-contract agreements and modifications;
Generates standard reports on contract and grant activities on an established basis or upon request;
Maintains records associated with contract activities.
Conducts and/or attends meetings for the resolution of contract disputes between contracting parties;
Initiates, reviews and/or approves changes to the contract documents which result in monetary change to the original contract price. Determines if changes to the work are necessary and/or in the best interest of the organization;
Controls monetary distribution of contract funds. Reviews, approves or rejects invoices from contractors;
Advises internal agency applicants in the development of federal grant fund applications and proposals;
Plans, coordinates and implements grants education and training programs for the vice presidents of administration and other interested parties;
Provides technical assistance to technical college procurement offices or contract coordinators;
Cooperates with independent, regulatory and third party auditors in conducting audits by explaining accounting practices and systems, preparing requested materials and ensuring availability as necessary.

COMPETENCIES

Skill in the operation of computers and job-related software programs
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public
Decision making and problem solving skills
Knowledge of the State of Georgia Purchasing rules and regulations
Knowledge of the PeopleSoft Team Georgia Marketplace Financial System and the Purchasing Workflow
Ability to develop and prepare technical and/or statistical reports
Ability to work independently with assigned projects
### MINIMUM QUALIFICATIONS

A bachelor’s degree *and* Two (2) years of work related experience

### PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.