**Assistant Director, Operations Standard Job Description**

**Classification Title:** Assistant Director, Operations

**FLSA Exemption Status:**Exempt

**Pay Grade:** 15

**Job Description Summary:**

The Assistant Director, Operations, under direction, oversees business operations for assigned departments, offices, divisions, or agencies, which include hiring employees, negotiating contracts, addressing budget matters, understanding general business operations, and guiding work teams.

**Essential Duties/Tasks:**

**30% Program and Department Oversight**

* Oversees operations related to assigned departments, offices, divisions, or agencies.
* Assists director and other managerial staff by directing program activities.
* Oversees and approves schedules, priorities, and standards for achieving goals.
* Coordinates with program managers and supervisors to distribute information and gather comments for review and acceptance.
* Coordinates maintenance, organization, and improvements to assigned department facilities.
* Participates in planning, directing, and coordinating operational or procedural matters to meet department goals and objectives.
* Provides leadership for department along with and in absence of the Director.

**20% Safety and Compliance Management**

* Monitors compliance with all unit, department, University, and government standards, policies, and procedures.
* Conducts primary and follow-up safety inspections and maintains records on code compliance for campus facilities.
* Coordinates fire and life safety plan distribution and comments collection for new renovation projects.
* Issues permits and conducts site inspections for events and various functions.
* Generates applicable reports and recommendations regarding system acceptance, punch lists, and project closeouts.
* Ensures all records are appropriately maintained and secured and provides applicable reports.
* Responds to emergencies, accidents, or incidents, as necessary and be on call for up to 24 hrs a day 7 days a week.

**10% Strategic Planning and Program Evaluation**

* Develops and implements techniques for evaluating program activities.
* Develops goals and objectives.
* Participates in strategic planning.
* Participates in developing departmental strategic plans based on department goals.

**10% Staff Supervision and Development**

* Trains and supervises office staff to conduct required inspections.
* Assigns training and reviews tasks of personnel to ensure compliance with codes and standards.
* Provides supervision and guidance to access control team.

**5% Budget and Project Management**

* Plans budget for department(s) under their supervision and assists Director in planning and budgeting for department.
* Handles special projects as assigned by the Director.

**5% Emergency Management and Building Safety**

* Manages the building emergency coordinator program.
* Conducts regular building evacuation drills.
* Creates and conducts training for all employees in areas of fire and life safety.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Six years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**