**Assistant Manager P12 Standard Job Description**

**Classification Title:** Assistant Manager P12

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Assistant Manager, under direction, performs managerial work administering the daily operations and activities of a business function, division, or department.

**Essential Duties and Responsibilities:**

**40% Management of Staff and Operations**

* Establishes goals and objectives for the business function, division, or department.
* Monitors the unit's budget and assists in preparing the annual budget and long-range planning activities.
* Develops schedules, priorities, and standards to achieve goals.
* Coordinates and evaluates activities within the business function, division, or department.
* Plans, assigns, and supervises the work of others.
* Represents the department in meetings and on committees around the campus.

**20% Budget and Financial Oversight**

* Monitors unit’s budget and assists in preparing the annual budget and long-range planning activities.
* Develops schedules, priorities, and standards for achieving financial goals.
* Coordinates and evaluates budget-related activities within the department.

**10% Policy Development and Strategic Planning**

* Establishes and communicates operational goals and objectives aligned with strategic priorities.
* Develops policies and procedures to improve operational efficiency and effectiveness.

**10% Representation and Cross-Functional Collaboration**

* Represents the department at meetings and on committees across various campuses.
* Collaborates with other departments to achieve unit goals and foster cooperative relationships.

**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:**

* Four years of related experience in administration.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Computers and related software.
* Strong verbal and written communication skills.
* Strong interpersonal and organizational skills.

**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**