**Associate Director P14 Standard Job Description**

**Classification Title:** Associate Director P14

**FLSA Exemption Status:**Exempt

**Pay Grade:** 14

**Job Description Summary:**

The Associate Director P14, under general direction, assists the Director in all aspects of departmental operations and maintains responsibility for major functional unit(s) within a department.

**Essential Duties and Responsibilities:**

**40% Leadership and Strategic Planning**

* Leads strategic planning for areas supervised and assists Director in developing and implementing overall departmental strategic plans.
* Serves as part of departmental leadership team.
* Establishes performance goals and measures to evaluate the success of areas of responsibility.
* Oversees the coordination of programs, ensuring program goals are consistent with departmental and University missions.
* Completes special projects as requested by Director.

**20% Budget and Financial Oversight**

* Responsible for annual budget preparation and expense control for areas of responsibility and provides input into overall department budget.
* Develops reports, analyses, and surveys for Director.

**10% Staff Supervision and Policy Implementation**

* Assists Director in formulating and implementing policies and procedures.
* Supervises and directs staff and activities of project teams or functional areas.

**10% Compliance and Reporting**

* Ensures compliance with unit, department, University, and government standards, policies, and procedures.
* Serves on various University, division, and departmental committees and represents department at various State and National associations.

**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:**

* Eight years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Ability to communicate clearly and effectively to ensure understanding.

**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**