**Executive Director Standard Job Description**

**Classification Title:** Executive Director

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Executive Director, under general direction, provides leadership for departmental functions to include planning, directing, and evaluating departmental operations. Provides oversight of business activities, strategic planning and development, and program administration. Functions as departmental liaison to customers and represents the University on various committees.

**Essential Duties and Responsibilities:**

**40% Leadership and Departmental Operations**

* Directs and evaluates departmental operations, including planning and coordinating various functions.
* Supervises multiple units, including management and other staff, ensuring effective departmental performance.
* Leads the development and execution of short-term and long-term departmental goals and objectives.
* Coordinates the administration of University-wide programs and initiatives, ensuring alignment with department goals.
* Serves as an advisor/consultant to the University community on matters related to department operations.

**20% Budget Management and Strategic Planning**

* Oversees fiscal operations, establishing and maintaining cost controls for departmental budgets.
* Manages strategic planning and the development of integrated programs to achieve long-term goals.
* Recommends new departmental and University-wide policies or revisions to existing policies to enhance operations.
* Stays abreast of developments in the field to inform budget and strategic decisions.

**10% Internal Communications and Public Relations**

* Leads the development and oversight of communications, promotions, and public relations for the department.
* Develops and implements internal controls and process compliance to ensure smooth operations.

**10% Professional Development and Community Engagement**

* Participates in training and professional development sessions to enhance leadership skills and department performance.
* Serves on various State, local, University, and System-wide committees, fostering collaboration and knowledge sharing.

**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:**

* Ten years of related experience in management.

**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**