**Manager P12 Standard Job Description**

**Classification Title:** Manager P12

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Manager, under direction, manages and provides leadership to an assigned department, program, or service center.

**Essential Duties and Responsibilities:**

**40% Department Management and Oversight**

* Develops, organizes, implements, and oversees department activities, programs, policies, and procedures.
* Ensures achievement of department goals.
* Develops and implements operational strategies.
* Plans and directs workflow.
* Investigates complaints and resolves problems.
* Reviews, recommends, and implements policy changes and initiates process changes.

**20% Staff Supervision and Training**

* Supervises and trains unit staff.
* Monitors staff performance and provides feedback to ensure continuous improvement.
* Coordinates training and development opportunities for staff.
* Ensures staff are compliant with department procedures and policies.

**10% Budget and Report Preparation**

* Provides input for annual budgets.
* Directs the preparation of reports for administration.

**10% Departmental Collaboration and Support**

* Collaborates with other departments to ensure smooth operation and alignment with overall organizational goals.
* Assists in resolving interdepartmental issues and fosters positive relationships between units.

**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:**

* Five 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**