**Manager P14 Standard Job Description**

**Classification Title:** Manager P14

**FLSA Exemption Status:**Exempt

**Pay Grade:** 14

**Job Description Summary:**

The SRS Research Administrator Manager performs managerial work administering the daily operations and activities of a business function, division, or department. The manager is responsible for developing, organizing, implementing, and overseeing activities among their team; ensuring that their team achieves their goals in a timely manner; provides customer service feedback to external customers and working with team members to ensure that the appropriate message is being delivered. In addition, the Manager will work with their director on workloads as well as effort management and departmental outreach activities.

**Essential Duties and Responsibilities:**

**40% Department Operations and Strategy Development**

* 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.
* Reviews, recommends, and implements policy changes and initiates process changes.
* Directs the preparation of reports for administration.

**20% Financial and Budget Management**

* Coordinates with internal groups to develop, maintain, and distribute ad hoc reports.
* Provides input for annual budgets.
* Serves as a backup for investments and cash management for the Research Foundation.
* Prepares and completes Uniform Guidance requests for subrecipient monitoring received from sponsors.
* Reviews cost corrections for project accounts.

**10% Staff Supervision and Training**

* Supervises and trains unit staff.
* Develops schedules, priorities, and standards for achieving goals.
* Manages SRS team and provides leadership.
* Provides training to employees in relevant tools and systems, such as FAMIS, AggieBuy, Business Object, and Laserfiche Admin.

**5% Problem Resolution and Customer Service**

* Investigates complaints and resolves problems.
* Serves as a backup for processing user access for SRS staff in FAMIS.

**5% Workflow Development and Process Improvement**

* Develops workflows in Laserfiche and databases for streamlining business processes, increasing productivity, and providing service solutions for internal groups.

**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**