**Program Director P15 Standard Job Description**

**Classification Title:** Program Director P15

**FLSA Exemption Status:**Exempt

**Pay Grade:** 15

**Job Description Summary:**

The Program Director, under general direction, directs the administration of assigned programs, including planning, organizing, staffing, leading, and controlling program activities.

**Essential Duties and Responsibilities:**

**40% Program Management and Leadership**

* Develops program strategic plans, goals, objectives, policies, and procedures.
* Ensures program objectives are met.
* Directs and supervises program staff.
* Evaluates program procedures and performance reports.

**30% Budget and Resource Management**

* Identifies and secures program funding and expansion resources.
* Develops, oversees, and approves program budgets.
* Analyzes program statistics for reporting, tracking progress, and adjusting programs.

**10% Program Monitoring and Reporting**

* Maintains program activity records and provides monthly progress reports.

**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.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Effective verbal and written communication skills.
* Strong public speaking, organizational, leadership, and supervisory skills.
* Maintains attention to detail and utilizes sound judgment.

**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**