**Assistant Director Standard Job Description**

**Classification Title:** Assistant Director

**FLSA Exemption Status:**Exempt

**Pay Grade:** 13

**Job Description Summary:**

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

**Essential Duties and Responsibilities:**

**40% Leadership and Strategic Planning**

* Serves on management team with Director.
* Represents the department, division, or University on various committees.
* Participates in developing departmental strategic plans based on department goals.
* Participates in planning, directing, and coordinating operational or procedural matters to meet department goals and objectives.
* Provides leadership for department along with and in absence of the Director.

**20% Budget and Program Management**

* Plans budget for department(s) under their supervision and assists Director in planning and budgeting for department.
* Develops, implements, coordinates, and evaluates programs.
* Handles special projects as assigned by the Director.

**10% Compliance and Reporting**

* Monitors compliance with all unit, department, University, and government standards, policies, and procedures.
* Develops reports, analyses, and surveys as requested by Director.

**10% Supervision and Team Development**

* Provides supervision and guidance to a team or departmental sub-unit(s).

**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:**

* Six 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?**

[x]  **Yes**

[x]  **No**