**Associate Executive Director Standard Job Description**

**Classification Title:** Associate Executive Director

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Associate Executive Director, under general direction, acts as secondary leadership to assigned department. Provides leadership in strategic planning and direction for department. Sets policies and procedures and ensures compliance with federal, state, and local laws and rules and regulations affecting daily operations. Provides guidance for fiscal planning and personnel matters.

**Essential Duties and Responsibilities:**

**40% Department Oversight and Strategic Direction**

* Serves as second in command to Executive Director for assigned department.
* Guides implementation of strategic plans and program initiatives.
* Oversees the operations of assigned department and provides direction for the development, maintenance, and evaluation of new programs.

**20% Fiscal and Personnel Management**

* Provides recommendations to Executive Director for fiscal, personnel, and administrative matters.
* Reviews and approves budgets for programs.

**10% Data Collection and Program Evaluation**

* Directs collection and analysis of data to monitor and evaluate the scope and effectiveness of programs and services within functional areas.

**10% Staff Supervision and Leadership**

* Supervises assigned staff.

**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 or any equivalent combination of training or experience.

**Required Experience:**

* Ten years’ progressively responsible experience in related field, including compliance, and five years of supervisory experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Oral and written communication skills.
* Demonstrated leadership skills.

**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**