**Chief Administrative Officer Standard Job Description**

**Classification Title:** Chief Administrative Officer

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Chief Administrative Officer is responsible for the administrative operations of the College, Foundation, or other organization. This position will be responsible for overseeing the day-to-day administrative operation to include program effectiveness, administrative coordination, fiduciary effectiveness, and the strategic development of policies and procedures.

**Essential Duties/Tasks:**

**40% Leadership and Strategic Direction**

* Provide leadership and direction for the development and implementation of projects, programs, and initiatives.
* Collaborate with leadership to provide strategic advice and guidance for operational success
* Assist in prioritizing, managing, and ensuring timely responses to external inquiries.
* Monitor performance, address constraints, and facilitate communication to ensure successful outcomes.
* Troubleshoot issues of concern or significance and respond to inquiries as delegated by leadership.
* Exercise discretion and handle sensitive and confidential data.
* Oversee the development and management of strategy and planning.
* Determine key performance indicators for each department.

**20% Staff Development and Team Management**

* Ensure that staff are properly trained and provided with opportunities to develop and grow.
* Foster an environment of openness, respect, and honest feedback among staff.
* Promote staff growth through coaching and feedback, ensuring employees are supported in their roles.
* Ensure employees are appropriately evaluated, and that position descriptions are current and aligned with department needs.
* Encourage collaboration and team building to promote inclusivity and productivity within the team.

**10% Fiscal and Compliance Management**

* Oversee accounting practices, fiscal records, and financial reports for the organization.
* Monitor compliance with state and federal regulatory filings, IRS code, and state licensing for fundraising activities.
* Ensure all financial activity is tracked and provide special analysis and reporting as needed.
* Evaluate the effectiveness of banking and investment relations, endowment, and financial statements.

**10% Customer and Stakeholder Relations**

* Ensure the organization’s activities align with the needs of customers and stakeholders.
* Promote exceptional customer service and facilitate collaboration with university leadership and various stakeholders.
* Review reports and present findings to stakeholders, making recommendations for improvement.

**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 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.
* Demonstrated track record of developing and overseeing programs to support academic goals.
* Ability to work with groups of people and be helpful, respectful, approachable, and team oriented.
* Ability to build strong working relationships and a positive work environment.

**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/)**.**

[x]  **Yes**

[ ]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**