**Director, (ORP Eligible) Standard Job Description**

**Classification Title:** Director, (ORP Eligible)

**FLSA Exemption Status:**Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Director (ORP-eligible), under general direction, maintains responsibility for the overall management and direction of a department or major budget entity.

**Essential Duties and Responsibilities:**

**40% Strategic Leadership and Direction**

* Establishes the direction, goals, agendas, implementation strategies, and policies of departments.
* Develops short and long-range goals and strategic plans to ensure the continuance of quality programs and facilities.
* Enhances the development of new programs and services to meet customer needs.
* Oversees departmental leadership team.
* Serves on various University, division, and departmental committees and represents departments at various State and National associations.

**20% Departmental Oversight and Management**

* Directs the efforts of and globally supervises departmental staff, setting performance standards and accountabilities.
* Ensures that programs, activities, and services comply with University, State, and Federal regulations.
* Assesses departmental needs with regards to administrative space, equipment, computing resources, and personnel.
* Administers the budget and oversees fiscal operations of departments.

**10% Program Development and Funding**

* Develops and seeks funding for departmental programs to promote department missions.
* Oversees communications, promotions, and public relations for departments.

**10% Departmental Operations and Compliance**

* Monitors compliance with University, State, and Federal regulations across departmental programs and services.

**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 in management.

**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**

**No**

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

**Yes**

**No** 