**Manager, Operations Standard Job Description**

**Classification Title:** Manager, Operations

**FLSA Exemption Status:**Exempt

**Pay Grade:** 13

**Job Description Summary:**

The Operations Manager, under direction, oversees business operations for assigned departments, offices, divisions, or agencies, which include hiring employees, negotiating contracts, addressing budget matters, understanding general business operations, and guiding work teams.

**Essential Duties and Responsibilities:**

**40% Operations Oversight and Management**

* Coordinates operations and improvements for assigned departments.
* Maintains organization and oversees maintenance of department facilities.
* Acts as the main liaison to external parties for the department.
* Develops and implements high-level work plans, schedules, and budgets for large projects.

**20% Staff Supervision and Coordination**

* Provides supervision and oversight to assigned staff members.
* Coordinates with Human Resources to address employee queries.
* Assists in the development and implementation of departmental goals.

**10% Financial and Budget Management**

* Maintains financial and budget records for the department.
* Coordinates with Accounting and Budget groups to ensure fiscal responsibility.

**10% Contract and External Relations Management**

* Reviews and negotiates contracts for assigned departments.
* Coordinates with external entities to manage relationships and ensure compliance.

**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:**

* Five 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.

**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**