**Assistant Department Head Standard Job Description**

**Classification Title:** Assistant Department Head

**FLSA Exemption Status:**Exempt

**Pay Grade:** 16

**Job Description Summary:**

The Assistant Department Head, under direction, administers and directs non-academic departmental operations.

**Essential Duties and Responsibilities:**

**40% Administrative Oversight and Policy Development**

* Advises leadership on administrative and financial matters.
* Develops and implements departmental operating policies and procedures.
* Works with leadership to set policies and ensure compliance with federal, state, and local regulations.
* Serves on the Department Executive Leadership Team and provides guidance for fiscal planning and administrative matters.

**20% Staff Supervision and Development**

* Supervises all staff to ensure productivity and adherence to departmental standards.
* Counsels and supports staff in their roles and assignments.
* Interviews, hires, and trains new staff and organizes their employment paperwork.
* Provides guidance and assistance to the Department Head.

**10% Budget and Financial Management**

* Assists with the preparation of department budgets and analyses of budget status reports.
* Advises on relevant business issues and financial matters.
* Prepares input for the department budget relating to various programs.

**10% Program and Curriculum Oversight**

* Oversees curriculum development and maintenance, ensuring program effectiveness.
* Monitors students’ understanding of departmental policies and procedures.
* Processes admission applications for departmental graduate programs and assists students with registration and degree plans.

**Qualifications**

**Required Education:**

* Bachelor’s degree in Business or related area, or equivalent combination of education and experience.

**Required Experience:**

* Eight years of related experience including four years of related supervisory 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.
* Excellent problem-solving skills.
* Effective verbal and written communication skills.
* Ability to work independently.

**Additional Information**

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**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**