

# Sam Houston State University Human Resources

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## Staff Classification Description – Director

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**Skill Category:** Executive/Administrative

**Position (Employee) Class:** 1M170 (E1)

**Grade:** NC

**Date:** 04/2017

**Department:** As assigned

**Educational & Experience Requirement:** Bachelor's Degree in a related field. Five years of experience in a related field. Experience in a state institution of higher education is desirable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs complex and highly advanced managerial work providing direction and guidance in strategic operations and planning for the department, program, or center.

**Supervision Given & Received:** Works under minimum direction from the Executive Director of the department, program, or center, and directs the supervision of staff and student assistants. Supervises the department with minimal impact to the campus.

**Primary Responsibilities:** Provides leadership, vision, and management to a department. Develop activities, policies, procedures, and departmental culture that facilitates, promotes, and sustains collaboration with the campus community. Develops, documents, and implements internal control procedures to ensure fiscal, regulatory, confidentiality, and security accountability. Responsible for organizing, planning, and evaluating personnel, work assignments, supervision, training, and technical direction of staff. Evaluates programs and services to identify areas of strengths and necessary improvements. Develops strategies and processes to optimize operations for the department. Insures compliance with applicable state and federal laws, University policy and divisional directives. Directs day-to-day operations of a department. Provides accurate and timely reports to professional staff. Makes decisions about objectives, operating procedures, and policies. Responsible for the department administration, including budget preparation and control. Serves on committees as requested. Performs other related duties as assigned.

**Other Specifications:** Provides leadership and oversight to a department. Must exhibit a high level of professionalism and maturity, executive ability, and a keen understanding of protocol. Ability to organize work effectively and prioritizes objectives. Ability to exercise discretion, excellent reasoning, and independent judgment. Assists in the development of policies and operational procedures for the overall department. Skilled in directing multiple tasks, setting priorities, and organizing operations. Asset and fiscal resources management skills preferred. Ability to establish and maintain effective work relationships with administration, faculty, staff, and the public. Strong communication skills, both orally and written. Requires the critical judgment for the department, in which very serious consequences on decision-making can occur. Interprets and applies complex directives, policies, regulations, statutes, and procedures, and/or written guidelines for a department or major work group.

This position may be designated as a Campus Security Authority (CSA).

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This**

**position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**