

# Sam Houston State University Human Resources

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## Staff Classification Description – Executive Director

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**Skill Category:** Administrative  
**Position (Employee) Class:** 1M180 (E1)  
**Grade:** NC  
**Date:** 04/2017

**Department:** As assigned

**Educational & Experience Requirement:** Bachelor's degree in a related field. Master's degree preferred. Seven 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 directing the strategic operations and planning for department(s).

**Supervision Given & Received:** Works under broad direction from the Assistant Vice President from that division, and directs the supervision of staff. Supervises the department with a campus-wide impact.

**Primary Responsibilities:** Provides administrative support and leadership to department. Provides administrative departmental leadership in budget planning, personnel management, policy and procedure development and implementation. Oversees the direction of day-to-day operations of a department. Directs the analysis, planning, and implementation of strategic initiatives. Oversees and directs all fiscal, personnel, and facility matters of the department. Prepares and submits status reports to the Assistant Vice President. Develops implements, improves, and incorporates processes and new ideas. Insures compliance with applicable state and federal laws, University policy and divisional directives. Serves on committees as requested. Performs other related duties as assigned.

**Other Specifications:** Provides leadership and oversight of all functions in the department. Must exhibit a high level of professionalism and maturity, executive ability, and a keen understanding of protocol. Ability to organize work effectively and conceptualizes and prioritizes objectives. Ability to exercise discretion, excellent reasoning, and independent judgment. Skilled 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. Some interaction with university administration to assist with projects and strategic planning. Requires the highest level of judgment for the overall department, in which critical long-term 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.**