

Sam Houston State University Human Resources

Staff Classification Description – Assistant Director II

Skill Category: Professional
Position (Employee) Class: 3N122 (E1)
Grade: 18
Date: 11/2014

Department: Various

Educational & Experience Requirement: Bachelor's degree in related field. Four or five years of experience in a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Assists the director of a department with various initiatives and objectives. Performs complex managerial work providing direction and guidance in operations and planning in the department, college, or division.

Supervision Given & Received: Works under minimum direction and supervises employees.

Primary Responsibilities: Assists the director and other managerial staff by directing program activities of staff in a business function, division or department. Assists with developing goals and objectives. Oversees and approves schedules, priorities, and standards for achieving goals. Develops, implements, and evaluates policies and procedures and oversees compliance with policies and procedures. Oversees schedules, priorities and standards for achieving goals. Identifies areas of needed change and makes recommendations to improve operations. Coordinates and evaluates business function, division, or department activities. Monitors budget expenditures. Oversees the work of others. Oversees the preparation of management and productivity reports and studies. Manages programs focusing on continuous process improvement. Develops and implements techniques for evaluating program activities. Participates in strategic planning. Performs other duties as assigned.

Other Specifications: Knowledge of local, state, and federal laws. Ability to manage business functions. Communicates with other university departments, personnel, and other agencies. 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.