



**University of Texas at El Paso  
Job Description**

**Job Code:** 0412  
**Job Title:** Assistant Director - Administrative  
**Department:** Job may be available in different departments/divisions  
**Reports To:** President or Vice President  
**FLSA Status:** Exempt  
**Prepared By:** Human Resource Services  
**Creation / Revision Date:** October 8, 2010 / November 1, 2010

**Summary:** Implements and exercises functional authority for planning, organization, control, integration, and completion of projects within area of assigned responsibility.

**Note:** The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

**Statement of Duties and Responsibilities:**

Promotes organization policies and procedures in compliance with local, state, and federal rules and regulations; advises University personnel regarding the development and implementation of regulatory strategy, potential areas of regulatory concern, and new government/regulatory developments.

Implements directives corresponding to division or department outlining policy, program, or operational changes to be implemented.

Ensures operational efficiency and economy of divisions or departments.

Assists in developing and implementing short and long-range plans, conceptual designs, and capital outlay (budget) requirements and documentation for assigned area(s).

Provides training policies, standards, guidelines, and security monitoring processes in relation to general control, privacy regulations, and development and operation of the University's infrastructure.

Monitors the formulation and coordination of account specifications, requirements for monetary transactions, and associated documents; reviews and approves negotiated agreements for area(s) of assigned responsibility.

Reviews and approves documentation relating to needs specific to assigned area(s).

Reviews cost factors and estimates used in planning, organizing, and scheduling work, preparing bids, selecting vendors or subcontractors, and determining cost effectiveness.

Understands department's role in accomplishing the University's mission.

Compiles and submits reports as required by management, state, local, and federal regulatory agencies.

Acts as liaison between department and internal or external customers.

Participates in various committees, professional trainings, industry conferences, and conventions.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

**Supervisory Responsibilities** Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.



**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Education required:** Bachelor's Degree.

**Minimum Experience required:** Three years experience and training; or equivalent combination of education and experience. Occasional traveling required.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; stoop, kneel and crouch. The employee is frequently required to use hands to feel; reach with hands and arms; and talk or hear. The employee is occasionally required to lift and move up to 25 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment ranges from moderate to very loud.