

Prairie View A&M University Position Description

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Employee Details

Employee First Name Fred
Employee Last Name Washington
Employee UIN 802001899

Position Title

Classification title: Vice President for Administration & Auxiliary Services
Title Code: 9117
Job Category: Staff

FLSA:

Minimum Salary (Applicant View):

Salary Range: Not Specified

Minimum Education Requirements:

Minimum Experience, Knowledge,
Skills & Abilities:

Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Required Certification(s)/License(s) -
List name and level of certification
(s)/license(s):

Position Details

Date of Hire:

Job summary/basic function:

Proposed New Title:
Use only if '0000-Undecided' was selected on
previous page.

PIN #: 03185
If PIN # does not exist, please type in NEW.

Final Approved Salary:

Job Category: Staff

Pay rate:

College/Division or Department: Administration and Auxiliary Services

Location: A. I. Thomas Administration Building
Suite 116

Primary Purpose of Position
Briefly summarize the purpose of the position. (Limit summary to 1 to 2 sentences)
Oversee the fiscal and administrative operations which include Student Center Operations, Auxiliary Support Services, Residential Life, KPVU Radio, Department of Public Safety. and Health Services.

Minimum Education Requirements: Bachelors Degree

Area of Study:

Preferred Education Requirements:

Preferred Education Requirements:

Is continuing education/professional development required in a field directly related to the incumbent's job duties and responsibilities? No

If yes, please describe: n/a

Minimum Experience, Knowledge, Skills & Abilities:
Level and type of experience needed: Please indicate the specific job experience that a new employee should bring to this position. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Preferred Experience Requirements: Seven years experience in state higher education auxiliary operations.

Required Computer/Software Skills: MS Office Suite

Other Required Skills: Strong interpersonal and problem solving skills; ability to plan and execute activities; knowledgeable of current higher education regulations and practices.

Verbal Skills: Excellent

Written Skills: Excellent

Computer Skills: Excellent

Required Certification(s)/License(s):
(Please list name and level of certification(s)/license(s).)

Department: Presidents Office

Creator: Mary Smith

Creator's Phone/Extension: 2111

Creator's PVAMU Email: mesmith@pvamu.edu
 Supervisor's Name: George C. Wright
 Supervisor's Title: President
 Supervisor's Phone/Extension: 2111
 Supervisor's PVAMU Email: gcwright@pvamu.edu

Search Committee:

Search Committees are required for all positions of director level or higher, tenure and tenure track faculty positions.

Please list each member of the Search Committee, including the Search Chair. List each member's Professional Area/Department, Gender and Ethnicity.

Faculty Search Committees should consist of a minimum of 5 committee members.

Please list any questions you would like to ask all applicants who apply to this posting:

Minimum screening questions, etc.

Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position) Hodge, Mary Lee
 Smith, Mary
 BLAKE, HAJLEISHA

Please list any other advertising sources you would like to use:

Department Comments:

Job Duties

Percent of Duty Total: **100**

4 Records

% of Time	Responsibility / Duty	Essential Function
50	Oversee the activities performed by Residential Life, KPVU Radio, Student Center Operations, Auxiliary Support Services, Public Safety and Health Service departments. Develop performance plans, review/approve all administrative forms and requests, address and solve problems and review/approve all departmental administrative procedures.	Essential
20	Supervise contract and compliance officer. Review/approve procedures manual. Assist with problem resolution. Develop performance plan. Verify contracts and establish that they are in the best interest of the university.	Essential
20	Work closely with Vice President for Business Affairs with responding to requests, addressing problems, analyzing problems recommend solutions and assist with implementation and follow up.	Essential
10	Perform other duties as assigned. Will serve as the Accountable Property Officer for the Office of Administration and Auxiliary Services and will perform all responsibilities as required.	Essential

Working/Env Conditions

Working Conditions: Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

Briefly describe examples of the typical work environment: Office

Typical Physical Demand: Position requires light physical activity.

Describe the normal physically demanding activities of the position and the approximate amount of time spent during a working day performing these activities: Overseeing the administrative operations for all direct reports and reviews/aproves all administrative forms and requests.

Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.): 8-5 Monday through Friday

Describe any work schedule that the position requires for work outside of regular hours whether compensated for or not (i.e., night attendance at meetings, etc.). Include the frequency and total hours required. **(All positions may require some evening and weekend hours.)** Attendance at A&M System meetings and legislative meetings. Will need to travel to meetings and be available at any time for requests from these outside entities.

Do the duties described in this questionnaire generally require travel outside the area? Yes

If yes, please explain the purpose and the frequency of the travel: Will attend meetings with system officials and governmental officials regarding construction and planning.

List the equipment typically required to operate and carry out the day-to-day duties of this position. Please indicate the amount of time spent during a working day using the equipment: Personal Computer (6-8 hours)
Phone (2-3 hours)

Competencies & Relationships

Independent Judgment/Problem Solving: Develops strategic direction, goals, plans and policies for an area of responsibility. Sets broad objectives and is accountable for overall results in respective area of responsibility. Authority to make independent decisions on matters of significance. Requires high degree of independent judgment and problem solving of complex problems.

Impact of Decisions: Inside Department: Major

For this position, briefly describe examples of typical and key decisions that have impact within the department: Deadlines for contracts will not be met. Residential Life issues will not be handled in a timely manner

Impact of Decisions: Outside Department: Major

For this position, briefly describe examples of typical and key decisions that have impact outside the department: All departments use the MSC and their programs would not be held in a timely manner. The radio station provides listening service for the campus and if it was not operating properly this outreach would be lost.

Impact of Decisions: Outside University**Major**

For this position, briefly describe examples of your typical and key decisions that have impact outside the University:

Contracts to vendors would not be paid in a timely manner and work on projects would not be completed if the VP did not oversee the Construction and Planning office. KPVU radio provides an outreach for the community and if it was not operational the community would not have the information regarding the university that is provided.

Leadership/Supervisory Responsibilities: what is the nature and degree of the direct supervisory responsibility in this position based on actual duties?

Director of more than one department

Click Here for definitions.

List number of students that directly report to this position: 0

List number of employees that directly report to this position: 10

List number of students that indirectly report to this position: 5

List number of employees that indirectly report to this position: 30

If this position supervises others, check the activities listed that are a part of this position's supervisory responsibilities:

Recruits, screens, and interviews candidates
 Approves candidates for hire
 Conducts training of others
 Conducts performance appraisals
 Recommends salary actions
 Recommends termination of employees
 Recommends candidates for hire
 Assigns tasks or responsibilities to others
 Monitors work performance
 Administers disciplinary action
 Approves salary actions
 Approves termination of employees

Personal/Organizational Contacts:

High-level contact with others in key positions. Contact usually involves several areas within the University and/or with community, government, business leaders, media and dignitaries. Typically handles highly sensitive and/or confidential information.

If contact with others is a routine function of this position, list and explain the contacts for this position both inside and outside PVAMU. Do not list contacts with supervisors, co-workers, and subordinates within the department.

The VP has contact with contractors, community leaders and parents. He will deal with issues relating to construction and planning, special events taking place in the MSC and parents regarding housing issues for students.

List persons or organizations, purpose, frequency of contacts, and whether the contacts are internal or external to PVAMU.

Customer Service Relationships:

Anticipates customer needs and regularly motivates or influences others to deliver customer service excellence. May troubleshoot and resolve highly sensitive/confidential issues. Identifies barriers to effective customer service and sets customer service standards. Establishes customer feedback system and holds self accountable for customer service excellence within the department.

Work Complexity: Tasks and responsibilities require integration of diverse functional areas and involve variables that are more abstract. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination.

For this position, describe the nature and variety of the most complex, yet typical, work process or responsibility: Works with contractors regarding the project and completion of the project.

Does this position have responsibility for budget, revenues, and/or expenditures? Yes

If yes, briefly describe the size of the budget, extent of the signature authority (amount approved in each account and number of accounts), and any involvement in the budget process. Approves all budget expenditures for all direct reports. Also reviews and assists with all construction and planning contracts.

SECURITY SENSITIVE POSITION DETERMINATION

All university positions are classified as security sensitive and are subject to background checks.

FLSA

FAIR LABOR STANDARDS ACT EXEMPTION

For this position, does the employee regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed? Yes

Is the employee paid at least \$23,660 annually (\$455 weekly)? Yes

If you answered Yes to both questions above, please (1) check the appropriate category on the right, AND (2) check all boxes applicable for the selected category below.

Executive (examples: chief executive officer, controller, vice president, director)

Primary duty consists of managing the enterprise or a customarily recognized department or subdivision of the enterprise. Customarily and regularly directs the work of two or more full-time employees or their equivalents (for example, one full-time employee and two half-time employees).

Executive: Has the authority to hire or fire other employees OR makes recommendations that carry particular weight as to the hiring, firing, advancement, promotion or any other change in status of other employees.

Administrative:

Professional:

Computer-Related:

Outside Sales

The salary basis and salary requirements do not apply for this category. That is, this category does not have the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed, and this category does not have to be paid \$23,660 annually (\$455 weekly).

Highly Compensated Employees

Start Up

No Records Found

Budget Information

Dates of Employment - From:	09/01/2006
Dates of Employment - To:	08/31/2007
Ad Loc. Acct. No.:	110100
Funding Acct. Number(s):	331500
Funding Acct. Title(s):	VP Administration and Auxiliary Services
Employment Type:	Regular F/T
Project Number: (For grant funded positions only)	n/a
If Employment Type above is Grant-Funded, what is the duration in years of this position?	n/a
Number of hours worked per week:	40
Type of Position:	A&P
For new Faculty Positions, please indicate the one-time start-up costs to include recruitment, space, lab equipment, office equipment, etc.:	
For new Faculty Positions, please indicate recurring costs if any such as travel, journals, etc.:	
Percent Effort by Employee:	100
Budget Comments: (For Budget/OSP Office Only)	8/27/2007-Please include multiple funding sources.

Work Load

No Records Found

Approvals:

Date *Employee Signature*

**Human Resources
Department:**

Date *Human Resources Representative* *Title*