

AgriLife Position Description

9533
ASSISTANT AGENCY DIRECTOR FOR HUMAN RESOURCES
07/20/99

SUMMARY

General Description: Responsible for planning, organizing, directing and staffing the human resources and payroll functions for the Agricultural Experiment Station and the TAMU College of Agriculture and Life Sciences.

DUTIES

Typical: Coordinates the establishment and evaluation of goals and objectives for service areas such as benefits, payroll and budgeting, employee relations, training, wage and salary administration, equal employment opportunity programs, preparation of Station rules and procedures, and administration; serves on Station and TAMUS committees; acts as ethics advisor, sick leave pool administrator, and mediator for resolution of employee disputes. Also, responsible for initiating new programs, interpreting and implementing Station rules and procedures, ensuring that activities under position's purview are conducted in an effective and employee friendly manner, and ensures that work is performed in a cooperative manner with peers, supervisors, and employees; assists human resources employees in their professional growth and in becoming more productive in their jobs; other essential job related duties as required.

SUPERVISION

Received: Limited supervision from assistant vice chancellor for administration.

Given: Both general and specific guidance to human resources staff.

EDUCATION

Required: Bachelor's degree in human resources or in public, business or educational administration with a concentration in human resources and/or management.

Preferred: Masters degree in human resources, management, educational administration or a related field; human resources experience with the Texas A&M University System or with a state agency or public institution of higher education; and certification by the Society of Human Resource Management or other relevant certification.

EXPERIENCE

Required: Ten or more years progressively responsible experience in human resources. Willingness and ability to travel overnight via automobile or airplane.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Use of personal computer and other standard office equipment.