

Job Description

The primary accountabilities below are intended to describe the general nature and level of work being performed.

Job Title:	Department Assistant IV	Job Code:	5122
Job Family:	Administrative Services	Job Sub Family:	Administrative Support

Position Details

Job Grade:	3	FLSA Classification:	Exempt-Monthly
Salary Plan:	Administrative/Professional	Retirement Program:	TRS
Supervisory Duties:	Yes	Campus Security Authority:	Yes
Career Ladder:	Pre-defined	Priority Category:	Essential

Summary

The Department Assistant IV is responsible for providing professional level administrative, clerical, and financial support to an area or department. Work involves overseeing the processing of travel documentation, planning and development of accounting/budgetary relate issues, and preparing personnel and payroll documents. May oversee and give work direction to support staff and student workers.

Qualifications

Required Education	Associates Degree
Required Experience	Minimum of 7 years in business or clerical experience.
License/Certification	None
Background Check*	Yes *Criminal History Background Checks are required for all employment types.

Essential Job Duties

Responsible for providing general administrative support to an area or department.
Oversees information desk operations.
Prepares and processes all accounting documents including vouchers, purchase requests, and travel related paperwork. Prepares and reconciles monthly departmental accounts. Oversees cost centers, and makes adjustments to budget information. Prepares financial analyses and projections for operational needs.
Assists with budget planning and development. Responsible for the initiation of budget transfers for assigned department or area.
Creates, updates and maintains departmental databases/websites and prepares recurring reports.
May be responsible for the supervision and/or training of student workers.
Provides support for special events, projects, and programs.
Coordinates the processing of personnel and payroll actions and documents such as electronic Personnel Action Request Forms (ePARs), Position Request Forms (ePRFs), and timekeeping.
Investigates and analyzes departmental problems/needs and makes recommendations for resolution.
Supervisory Responsibility Provide supervision of staff, including defining job duties, overseeing employee performance, providing guidance and support, and communicating organizational needs in accordance with the University's objectives, policies and applicable laws.
Performs All Other Duties As Assigned.

Knowledge, Skills, and Abilities

Knowledge of State of Texas reporting forms.
Knowledge of budget and planning procedures.
Competent oral and written communication skills.
Proficient organizational skills.
Ability to prioritize assignments and meet deadlines.
Ability to complete assignments on time and handle interruptions.
Knowledge of Microsoft Suite (Word, Excel, etc.).
Supervisory skills to manage and lead staff.

Physical Work Environment

Work is generally performed in a standard office environment with occasional meetings on and off campus.

Adverse Working Conditions

None.

The Office of Human Resources has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Office of Human Resources reserves the right to change this job description and/or assign tasks for the employee to perform as the Office of Human Resources may deem appropriate.