

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 Mary
Employee Last Name Hodge
Employee UIN 515004796

Position Title

Classification title: Vice President for Business Affairs
Title Code: 9123
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 #: 04782
If PIN # does not exist, please type in NEW.

Final Approved Salary:

Job Category: Staff

Pay rate:

College/Division or Department: Business Affairs

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) A senior management/administrative position with planning, coordination and oversight responsibilities for many of the traditional business affairs activities including budgeting and financial planning, human resources, and other areas that are common with the business/fiscal affairs organization at a public senior university in the State of Texas.

Minimum Education Requirements: Bachelor's Degree in Accounting or Finance

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? Yes

If yes, please describe: Certified Public Accountant

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: Understanding of formula funding system for funding universities. Strong experience in managing and overseeing operating budgets and interpreting and using financial information on a daily basis in an academic setting. Demonstrated experience in overseeing financial operations, including development of annual operating budgets in a university setting.

Required Computer/Software Skills: MS Office Suite

Other Required Skills: Experience in strategic, tactical and financial planning in a nonprofit sector, overseeing budgets. Must demonstrate experience in managing an office staff; training, supervising and evaluating employees.

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**

6 Records

% of Time	Responsibility / Duty	Essential Function
20	Consults on a regular (daily) basis with the President, the Provost, other senior level officers, deans, department chairs, directors and account managers on a variety of matters related to budgets, business affairs, financial compliance, accountability and reporting.	Essential
20	Plan and develop annual operating budget. Work closely with managers and/or representatives from the areas of accounting, budgeting and financial planning, business services, purchasing/procurement services, human resources, payroll services, telecommunications, purchasing and other related campus operations.	Essential
	Assists in development and implementation of institutional rules and regulations relating to business affairs, including, but not limited to budgeting, financial planning, human resources,	

20	institutional effectiveness, and reserch and planning. Responsible for the design, execution and effectiveness of a system of internal controls which provides reasonable assurance that department operations are effective and efficient, department assets are safeguarded, department financial information is reliable and the department complies with applicable laws, regulations, policies, and procedures.	Essential
15	Advises and consults with university management/administration short-term and long-range plans, day-to-day issues and problems associated with assigned areas, as well as broader general university operations; plans and attends and/or represents the President and/or the University in meetings; establishes and maintains effective working relationships with officials, management support staff at the Texas A&M University System Administration and other components of the TAMU system; maintains effective relationships with external, regulatory, and funding bodies as required; serves as institutional compliance officer to ensure compliance with applicable University policies and local, state and federal requirements.	Essential
15	Prioritizes and coordinates the work activities of the business affairs staff and provides work direction as needed. Oversees the maintenance of accounting records in accordance with generally accepted accounting principles and university policies. Reviews and approves budget adjustment and personnel action forms to fund availability. Review internal audit findings and prepares responses; develops procedures to insure compliance with audit findings and recommendations.	Essential
10	Performs other duties as assigned. Will serve as the Accountable Property Officer for the Office of Business Affairs 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:	Extensive computer work.
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 from 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 need to travel at least monthly to meetings either at the System in College Station or to Austin for meeting with legislative officials.
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	Personal Computer (6-8 hours) Telephone (4 hours)

equipment:

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: Daily operations of office. Staffing and general work guidelines.

Impact of Decisions: Outside Department: Major

For this position, briefly describe examples of typical and key decisions that have impact outside the department: All budgetary, accounting, financial compliance and reporting.

Impact of Decisions: Outside University Major

For this position, briefly describe examples of your typical and key decisions that have impact outside the University: Ensures compliance with applicable policies and local, state, and federal requirements.

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: 13

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

List number of employees that indirectly report to this position: 15

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

High-level contact with others in key positions. Contact usually

Personal/Organizational Contacts: 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.

Contacts with all departments, community, Texas A&M University System Administration, Texas A&M Board of Regents, Governmental Regulatory Budget Board, Representatives and Senators.

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:

Responsible for all matters related to budgets, business affairs, financial compliance, accountability and reporting.

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.

Review and approve budget adjustment and personnel action forms to fund availability.

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 Executive (examples: chief executive officer, controller, vice

right, AND (2) check all boxes applicable for the selected category below.

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). 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.

Executive:

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

Primary duty consists of performing office, non-manual work. Note: No matter how highly paid, manual workers or other 'blue-collar' workers, including non-management construction workers, who perform work involving repetitive operations with their hand, physical skills and energy are not eligible for this category. Customarily and regularly performs at least one of the exempt duties or responsibilities of the Executive, Professional or Administrative category.

Start Up

No Records Found

Budget Information

Dates of Employment - From: 12/24/2004
 Dates of Employment - To: 08/31/2199
 Ad Loc. Acct. No.: 110100
 Funding Acct. Number(s): 110300
 Funding Acct. Title(s): VP Business Affairs
 Employment Type: Regular F/T
 Project Number: n/a

(For grant funded positions only)

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) 8/22/2007-budgeted position.

Work Load

No Records Found

Approvals:

Date

Employee Signature

Human Resources Department:

Date

Human Resources Representative

Title