Assistant Director, Auxiliary Services

Job Code 00001031

General Description
Responsible for managing specific areas of the Auxiliary Services Department.

Examples of Duties
- Manage auxiliary service accounts.
- Plan, budget, and assess support functions.
- Administer, coordinate, monitor and evaluate auxiliary service contract programs.
- Oversee the development, bidding and implementation of University contracts.
- Develop and prepare specifications for competitive bids on equipment and services through research of other university programs on related business.
- Plan and implement transportation services for various university events such as regent’s visits, overflow housing, graduation, and visiting groups.
- Develop and prepare various drafts, reports, analysis, or proposals.
- Oversee payroll, payment of invoices, purchases orders, and cash operations.
- Resolve supply, vendor or equipment and facility problems.
- Represent the department and interact with other agencies and organizations on issues related to transportation and traffic.
- Handle complaints, negotiate service, and advise students, faculty, staff and the public in accessing auxiliary service departments and programs.
- Act as director during absences.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; State and local traffic laws, and relevant federal employment laws; accounting and management principles; Generally Accepted Accounting Principles; fund accounting management techniques; outside agencies that control or approve areas and functions related to University/ Auxiliary operations; basic safety procedures.

Skill in: problem resolution, motivation, and mediation techniques; basic computer applications and operation.

Ability to: understand and interpret legal documents, technical reports, proposals, forms, logs, manuals, procedures and policies; prepare reports, proposals, specifications, legal documents, charts, and records; use statistics and deviations; calculate trends and projections; work under pressure; complete work within expected deadline; schedule own work appropriately; negotiate;
identify problems, evaluate proposals, monitor trends, and evaluate impact of decisions; speak publicly; research and develop proposals for projects.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**
None.