Florida Agricultural and Mechanical University
ADMINISTRATIVE & PROFESSIONAL
POSITION DESCRIPTION

1. Division: STUDENT AFFAIRS
2. Transaction Type: (X) Update
3. Position Number: 20040
4. School/College/Department: HOUSING
5. Department Number: 0450-001-62
6. Effective Date: (Personnel Use Only)
7. Section: N/A
8. FTE: 1.0
9. Budget Entity: AUX
10. Pay Plan: N/A
11. Subsection: P
12. Class Code: 9369
13. City: TALLAHASSEE
14. County: LEON
15. Class Code: 9351
16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Identify Essential and Marginal functions. Attach additional sheets if necessary, to properly describe the position.

**ESSENTIAL FUNCTIONS OF THE JOB**

This position serves under the working title of Associate Director for University Housing and Residence Life. Responsible for the administrative management functions of University Housing. Oversees facilities maintenance, coordinates student housing assignments, adjustments, student accounts, delinquencies, billing, mail flow, and building preparations for opening and closing. Assists with the selection, training and supervision of Resident Directors, Resident Assistants, and other appropriate Housing staff. Assist with the management of the administrative and facilities, and with the Conference Services. Interfaces with the Student Information System in regards to PeopleSoft housing components. Services as the Administrative “backup” for University Housing.

**ESSENTIAL PERSONNEL**

Provides assistance in the event of an emergency on campus for Student Housing including: pre-storm and post-storm preparation caused by hurricanes, storms, floods, disasters, etc. And/or other services assigned by the Vice-President for Student Affairs or Associate Vice President/Dean of Students.

**PROGRAM DIRECTION AND DEVELOPMENT**- Responsible for developing a cohesive community of student residents. Provides direction and leadership to the administrative housing operations stuff. Coordinates the assignments for the Coordinator, Sr. Accountant, Program Assistant, Office Assistant, and maintenance operations staff. Assist with key components of marketing University Housing to prospective residents.

**Level of Public Contact (statement of internal and external business contact, including frequency and scope)** Works daily with other aspects of the university community to include: cashier operations, university budget, university postal services, and telephone communications manager. Serves as the liaison for all out-sourced work contracted for Housing; deals daily with students and parents with respect to administrative services for Housing. Assists the Director as the university’s representative to the public on Housing matters as designed by the Director Vice-President for Student Affairs or Associate Vice President/Dean of Student Life. Provides timely information to the Office of the Vice President for Student Affairs.

**Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor.**

Daily and weekly meetings, as well as one-to-one consultations to discuss the direction of the Administrative Housing.

**MARGINAL FUNCTIONS:** None
17. **POLICY MAKING INTERPRETATION:** What statutes establish or define the work performed?

Provides policy interpretation and direction for all Housing policies and contacts as designated by the Director of University Housing and Resident Life.

18. **SUPERVISOR’S POSITION:** Number: **20026** Class Code: **9350** Class Title: **Director, University Housing**

19. **SUBORDINATE UNITS:** (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.)

<table>
<thead>
<tr>
<th>Title</th>
<th>Position Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator, Student Affairs</td>
<td>20060</td>
</tr>
<tr>
<td>Maintenance Supervisor</td>
<td>20146</td>
</tr>
<tr>
<td>Sr. Accountant</td>
<td>20208</td>
</tr>
<tr>
<td>Office Assistant</td>
<td>20122</td>
</tr>
<tr>
<td>Coordinator Budget</td>
<td>20420</td>
</tr>
<tr>
<td>Sr. Custodial Supervisor</td>
<td>20006</td>
</tr>
<tr>
<td>Sr. Maintenance Superintendent</td>
<td>20109</td>
</tr>
<tr>
<td>Program Assistant(s)</td>
<td>20072, 20185, 20070</td>
</tr>
<tr>
<td>Maintenance Mechanic</td>
<td>20091</td>
</tr>
<tr>
<td>Maintenance Support Worker(s)</td>
<td>20143, 20113, 20038, 20144</td>
</tr>
<tr>
<td>Sr. Custodial Worker</td>
<td>20082</td>
</tr>
<tr>
<td>Custodial Worker(s)</td>
<td>20095, 20080, 20094, 20096, 20017, 20189, 20011, 20015, 20188</td>
</tr>
</tbody>
</table>

20. **MONETARY RESPONSIBILITY:** Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

Responsible for budgets allocated to the central housing operations unit and for daily operations budgets for the position’s respective area. The successful monitoring of budgets is critical to this position.

21. **STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA** (The disclosure of which would be prejudicial to the successful operation of the University.) Responsible for insuring all student information is kept according to the laws of Florida and the Federal Government and University policies.

22. **KNOWLEDGE/SKILLS/ABILITIES:** Knowledge of residence hall living and/or student development strong interpersonal, supervision, and teamwork skills; demonstrated organizational skills, the ability to assume responsibility, work independently and take initiative; demonstrated commitment to equity and social justice; and ability to work effectively and positively in an environment characterized by change.

23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:** Please review statements below check all that apply.

   _X_ This position requires a background check and/or fingerprinting. Florida Statutes.

   ___ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.

   ___ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.

   ___ This position requires licensure, certification or other special requirements described below.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

24. **SIGNATURES:**

   Incumbent: _________________________ Date: ______________

   Reviewing Officer: __________________ Date: ______________

   Director of Personnel: ________________ Date: ______________