

Job Description

Job Title: Associate Dean – Business Operations

JTC: AQF

Salary Range: E01

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible overseeing college-wide instructional goals and strategies at the campus operational level in support of Executive Dean/Dean(s) and other constituents within assigned discipline.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to provide academic leadership to foster student learning, effective teaching, and meaningful curriculums of study resulting in the achievement of identified outcomes. Knowledge of and the ability to coordinate the development of academic programs, course schedule planning, faculty evaluation and development and other related administrative activities within the assigned program area. Visions new course offerings, programs and learning opportunities which could be offered through the division.

Demonstrated problem solving skills with the ability to define the problem(s), collect data, establish facts, draw conclusions and implement solutions. Coordinates curricula and catalog changes and assists with the pursuit of grant funding opportunities. Attends college, district or community meetings and events.

Ability to collaborate with a diverse, multi-cultural college community, including faculty, students, staff, other colleagues and constituents to ensure compliance with academic policies and procedures. Value opinions and ideas from a diverse population recognizing the impact of actions on various groups. Acts as a liaison with relevant community agencies, other colleges and universities, etc., in order to respond effectively to requests, needs and/or concerns.

Allocates and plans for resources within the division and in collaboration with other colleges, divisions or departments regarding facilities, equipment, software and technology needed to effectively deliver courses, programs and services. Provides directional leadership in aligning the division and its members with the competencies to achieve the vision, mission and strategic goals of the college/district. Provides leadership in faculty and staff development. Actively participates in the achievement of division/district goals and/or assigned tasks by fostering an environment of quality customer service, innovation, and improvement.

Demonstrated management, leadership, and interpersonal skills coupled with strong administrative and team building skills. Ability to maintain productive working relationships and clearly communicate information, ideas or instructions verbally and in writing. Able to maintain confidentiality of



employee/student records and has high ethical standards. Strong knowledge and experience in providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree or higher in related field plus two (2) years of experience working in related field. Official transcripts required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for monitoring all financial transactions, reconciliation of the general ledger and preparation of journal entries related to the business operations of the college. Develops, implements and monitors the annual budget in collaboration with college leadership. Advise administrators, faculty, and staff on policies and procedures relating to budget, purchasing and accounting. Maintain budgetary controls on expenditures prior to approving purchase requests.

Performs research and develops financial reports of current funds, revenues, and expenditures for college leadership meetings and provides reports for the Board. Serves as the location administrator in the absence of the Director, Business Operations. Trains division supervisors and leadership on policies and procedures related to budget preparation, implementation, purchasing, and accounting.

Builds strong working relationships with Vice Presidents and Deans to closely monitor, maintain and keep budgets balanced. Identifies accounting issues, decides the best course of action, assigns tasks, monitors progress, evaluates results, and modifies the process to increase effectiveness. Establish and implement cash controls for the cashiering and depositing function of the college.

Manages projects, programs, services, and successful performance of the organization. Prioritize assignments and timelines related to the District and campus Budget Build calendar and process daily budget adjustments. Ability to analyze, plan, organize work and meet schedules and deadlines; maintain accurate records and prepare reports as requested.

The ability to document desktop procedures and training documents. Capable of interpreting the Business Office Procedure Manual and implementing and following the DCCCD guidelines. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.



The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.