



Job Description

Job Title: Administrator – Planning & Development

JTC: AQJ

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

Directs the planning, development, organization, management, and direction of an organization and complies with DCCCD policies and procedures, state and federal laws, codes, and regulations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience directing the day-to-day functions and activities of an organization to meet and exceed the organizational goals. The ability to development, and implementation of the overall planning strategies, policies and operational practices of the organization.

Capable of assessing situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the organization/program. Must have leadership skills including motivation, supervision, delegation, planning and assessment, ability to train and mentor faculty, students, and staff.

Knowledge and experience leading projects and assignments as they apply to the organization and ensures they are completed on time and within the allocated budget. Ability to interpret and applies policy and procedures to maintain consistency and compliance in the assigned areas.

Ability to establish and maintain positive working relationships with both internal and external colleagues, to achieve the goals of the organization. The ability to represent the organization to key stakeholders and business partners by participating in various committees and meetings. Proficient in developing solutions to new or highly complex problems that cannot be solved using existing methods.

Demonstrates interpersonal, organizational, oral and written communication skills to engage effectively with students, faculty, other campuses and organizations as well as individuals from diverse multicultural backgrounds. Excellent customer service experience.

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 in related field plus two (2) years of experience in higher education. Proof of current and valid driver's license is required. Official transcripts are required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides leadership and direction to assigned organization and responsible for providing data to inform and assess the college's institutional effectiveness system, major college strategic initiatives, and specific student success projects.

Coordinates the design, development, implementation and data analysis of surveys and other meaningful data needed to support academic, departmental, budget and college efforts in planning and assessment.

Analyzes data, prepares and submits reports related to special college initiatives and projects. Leads multiple project teams to develop outcomes, monitoring progress, helping the team develop a course of action and reporting results to the college at large. Manages the annual calendar of data reports to address college strategic priorities as well as internal and external reporting requirements.

Builds professional relationships with all members of leadership, administrators, department managers, and colleagues across the college. Clarifies issues or questions that have been identified and provides guidance, utilizing the appropriate data solutions that address the specific issue/question and contribute to the decision-making process.

Requires knowledge of federal regulations regarding security of student data/information, sharing of student data such as FERPA and other Higher Education laws. Effectively uses resources and tools to support and improve productivity. Proven leader with outstanding people management, project management and organizational skills with experience in handling strategic issues.

Regularly interprets requirements for federal and/or state external reporting. Responsible for effectively communicating with groups and individuals in the administration of national student surveys. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Supervised two or more full time employees.

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.