



Job Description

Job Title: Administrator – Special Programs

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 interprets 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 work-related experience. 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 in the development of new programs by collaborating with faculty and administrators. Responsibilities include the overview, operational plan, direction and implementation and management of specialized or special-focus programs. Ensures the college complies with all state, federal and THECB policies and requirements, relative to program development, grants and/or other program initiatives.

Assesses opportunities in response to emerging business and educational developments. Produces industry related reports for faculty, staff, and constituents as requested. Thoroughly researches current local and national trends and performs essential needs assessments to support program development and design.

Works collaboratively with executive leadership and special work groups charged with providing, vision, and guidance to reach goals and objectives for assigned projects. Provides guidance on implementation, transition, and sustainability of programs. Identifies and recommends the expansion of additional services which aid in the successful project/program.

Spearheads special projects as requested to provide effective planning for meeting milestones or deadlines and completes projects within allocated budget. Possess strong time management skills, is self-motivated and goal-oriented. Uses research methods, objective reasoning and logic to make decisions that impact all essential functions.

Participates and leads committees to discuss, implement and improve student programs. Must complete required DCCCD Professional Development training hours per academic year. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Supervises approximately two (2) or more full-time employees and may be responsible for budget.

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.