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**JTC AIY
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Director, Community Relations

DATE PREPARED: Summer, 2007

DATE REVISED: Spring 2009; Summer 2012; Spring 2015; Fall 2016;
Fall 2017

GENERAL SUMMARY: Responsible for advising and consulting with the college President and Vice Presidents in identifying opportunities for economic development and resource development and response to growing diverse populations. Develop relationships in Southern Dallas County that will lead to the achievement of the college's academic, student support, and community relations goals. Serve as a member of community, corporate and civic organizations as a representative of the college.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Develops, plans, and coordinates the implementation of the College's strategy that will result in assuring that the community views the college as a community partner.
- Works with numerous community and business groups to assure the college's representation at community events.
- Represents the college in creating opportunities for the community to attract new business.
- Serves on various community committees for the college representative of the group.
- Serves as a resource for locating funds for college programs and student programs.
- Creates opportunities for the college to become a college of choice for persons in academic pursuits and training needs.
- Conducts research to determine training needs for area businesses and industry.
- Seeks opportunities to develop outreach programs for the college.
- Communicates opportunities for development to the college's leadership on a scheduled basis.
- Resource for materials developed in the college for community outreach.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Creates and uses data bases to make effective decisions.
- Manages projects and develop strategies for process improvement.
- Perform related 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.

PHYSICAL EFFORT REQUIRED:

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 EDUCATIONAL/SKILL REQUIREMENTS:

Master's degree or higher with three years of experience in community development, program development, marketing and/or fundraising. Thoroughly familiar with Dallas County, especially the Southern sector of the County. Excellent oral and written communication skills and ability to effectively communicate with college administrators, faculty, staff and students. Ability to utilize computer technology to access data, maintain records, generate reports, interact with DCCCD staff, funding agency official, and business/industry/ community leaders from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcript may be required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ccp: 06/01/07
revised: 04/2009 – adhoc – msv
revised: 08/2012 – emm
revised: 04/2015 – emm
revised: 12/2016 - emm
Revised: 09/2017 - emm
ADA/tmm 8.30.18