



Job Description

Job Title: District Program Manager, Business Diversity

JTC: AJB

Salary Range: E02

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 for initiating, developing and maintaining District-wide long-term execution of contacts within the minority/women owned business enterprises (W/WBE) of the Metroplex for the purpose of increasing the pool of providers to District purchasing, District Facilities Management, and all District Campuses.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience leading the efforts to systematically integrate equity, diversity, and inclusivity into our business diversity programs. Demonstrated ability to provide leadership, trust and respect in aligning strategic initiatives and operational goals with the mission, values and business needs of the organization and district.

Ability to analyze information, research and solve problems. Ability to handle multiple projects consecutively while meeting goals and timetables. Must have strong conflict resolution and project management skills. Proven ability to use key business skills, including thinking and planning strategically, applying business acumen, analyzing needs and proposing solutions.

Ability to establish and maintain effective working relationships with individuals within and outside the organization from diverse backgrounds and knowledge of a variety of goods and services and appropriate procurement of such goods and services.

Proven ability to apply high ethical standards to business practices and decision-making. Demonstrated knowledge of public relations and minority business concerns as they relate to purchasing.

Advanced skills with Microsoft Word and Excel software programs. Ability to utilize computer technology to access data, maintain records and generate reports. Excellent interpersonal and communication skills to effectively interact tactfully and diplomatically with all segments of the campus and community. Must have excellent customer service skills.

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 in purchasing, facilities management and/or contract administration. Must have current driver's license for offsite travel. 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 the development and administration of agreements with business organizations to encourage business growth and utilization of small, minority and women-owned businesses in all aspects of the District's purchasing and contracting. Implement programs to provide counseling and training to minority and women business owners and increase the utilization of these business owners on District purchases and projects (Bond and non-bond).

Responsible for assisting with the development and implementation of the District's small, minority and women-owned business policies and procedures and ensuring District wide and contractor/vendor compliance. Responsible for the development of new market initiatives, assessing new markets, and analyzing business opportunities by creating an effective District-wide outreach program to the business communities.

Provides assistance with liaisons and advisory committees with governmental agencies, public certification, private business and educational institutions to provide information and services to create initiatives to broaden and enhance client services. Responsible for facilitating meetings, recruitment events, networkers and participating in Metroplex business events to provide M/WBEs access to information about District projects and purchases and to provide opportunities to create District relationships with the construction managers, architects, vendors, etc.

Assists the district corporate training departments in their efforts to identify training needs and provide programs for the growth of small and M/WBEs. Responsible for creating and providing District-wide training programs to educate staffs on the District's M/WBE policies, procedures and database systems and to provide assistance to purchasing personnel, campus and all other District employees in their procurement and business community outreach efforts.

Responsible for developing and implementing a District-wide database tracking system for monitoring and reporting on its expenditures for products and services, including Bond and non-bond construction projects to maximize the utilization of small, minority and women-owned businesses.

Responsible for assisting with implementing a District-wide vendor/contractor dispute resolution program to address contract general terms and conditions and payment issues. Administers assigned budget allocations. Must have excellent interpersonal, presentation, verbal and written communication skills to interact with individuals from diverse backgrounds 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.