



Job Description

Job Title: Senior Director-Culinary/Hospitality Program

JTC: AQD

Salary Range: E05

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 leading the operations of an organization, ensuring business goals are achieved by applying business strategies and developing organizational objectives. Requires a dynamic understanding of relevant laws and policies and the ability to independently analyze problems, search for strategic solutions, organize and influence individuals to meet the vision, mission and goals of the organization and DCCCD. Ensures operations function to promote diversity and professional growth.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must be able to provide leadership, oversight and accountability for the operational effectiveness and efficiency of an organization to achieve its mission and goals. Understands and keeps abreast of applicable laws, regulations and government requirements and their impact on the business ensuring compliance through effective procedures, policies and practices.

Ability to manage complex projects; plan and evaluate processes or programs; examine and re-engineer operations; recommend policy, develop and implement new strategies and procedures. Ability to provide strategic direction by identifying actions necessary to achieve task(s) completion and obtain results meeting timelines, quotas, budget, performance goals, etc. Able to collaborate with leadership and/or stakeholders regarding ways to improve the functionality of the organization in the best interest of the district.

Must have strong leadership and interpersonal skills and the ability to work effectively with diverse cultures and populations. Able to manage internal and external relationships in ways that promote the best interest of all stakeholders. Ability to sustain and improve the work environment in the face of change and environmental challenges. Understands and effectively manages group dynamics and ambiguity; maintains confidentiality; acts ethically and with integrity.

Ability to seek ways to proactively improve organizational processes and outcomes by being objective, fairly evaluating different components and aspects of a situation; maintaining a balance between the goals of the organization and those of the district. Recommends policy/procedural changes to support business needs.

Ability to manage and impart information to a diverse district-wide community working cross-functionally with other constituents to implement operational strategies and document new processes to improve the student 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 plus four (4) years of experience in related field including one (1) year of supervisory/team lead experience. Official transcripts are required. Must have valid driver's license to travel to off-site locations. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for managing and overseeing the enterprise operation of the Culinary and Hospitality Program for the Dallas County Community College District (district). Responsible for envisioning and executing the overall design, development, marketing and strategic plans in a cost-effective and time-efficient manner. Provides leadership, direction and coordination for student and industry engagement for the Institute at all locations. Responsible developing business plans to accomplish the vision, mission and goals of the district. Keeps up-to-date on best practices, trends and technological changes in the market through professional development activities to align educational frameworks and facilitate student success.

Directs the development and implementation of a variety of activities such as outreach to local schools and new program identification. Responsible for the coordination of student services and employer relations designed to help students gain access to the array of culinary/food service/hospitality careers available including apprenticeship programs. Maintains a viable presence for all workforce and continuing education interests throughout the district, industry and community.

Builds and maintains effective working and collaborative relationships with diverse internal/external stakeholders and constituents within the DCCCD community network to develop public and private funding and resources to support the Institute. Maintains relationships with diverse vendors to identify resources for expanding culinary operations. Represents the district on various board and committees to ensure district policies and procedures are in compliance with industry standards, public policies and educational frameworks.

Proactively research and identify sources of support and other unrestricted investments, in support of network priorities, through transactional interactions related to sponsorships and events with diverse business and industry partners. Responsible for multi-tasking and prioritizing assignments to meet deadlines. Maintains integrity and high ethical standards.

Must have excellent interpersonal, presentation, oral and written communication skills in order to interact with stakeholders and constituents from diverse backgrounds within the DCCCD community network. Supervises approximately 15+ employees either directly or indirectly and manages a budget of approximately \$1+Million dollars.

Must complete required DCCCD Professional Development training hours per academic year. Provides exemplary customer service. Performs other job duties as assigned.



Dallas County Community College District

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.