



## Job Description

**Job Title: Executive District Director**

**JTC: AQS**

**Salary Range: E08**

**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 all facets of an organization that includes formulation, administration and oversight of plans, policies, budget and regulations based on knowledge of District policies and procedures. Responsible for the management of staff and projects, and generates business plans to accomplish the goals, mission, and vision of the District and organization.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Exceptional knowledge of administrative management, strategic planning and execution of the operations of the assigned organization with the ability to sustain the operational financial plan. The ability to develop, review, analyze and implement operational procedures required to effectively manage the day-to-day operations and comply with District policies.

Educated, knowledgeable and adheres to high ethical standards with the ability to bring about strategic change, both within and outside the organization to meet organizational targets. The proficiency to lead people to achieve the organizational vision, mission, and goals and to provide an inclusive, diverse workplace that fosters the development of others, teamwork and supports constructive resolution of conflicts.

Capable of establishing cooperative working relationships with leaders, staff, internal and external stakeholders while maintaining transparency and accountability. Demonstrated ability to plan and manage organizational growth and balance multiple simultaneous projects. Must possess the ability to make independent decisions when circumstances are warranted.

Excellent detail orientation with time-management skills, including the ability to develop a comprehensive project plan and manage numerous tasks and deadlines. Capable of making decisions that produce high-quality results by applying technical knowledge, analyzing problems and calculating risks.

Excellence in organizational management, with the ability to coach staff, manage and develop high-performance teams, manage a budget and obtain operational targets using outcome measures. Excellent verbal and written communication skills, including the ability to create documents and reports and deliver presentations and represent the organization to key stakeholders. Must provide excellent customer service.



## 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 four (4) years of related work experience. Official transcripts are required. Must have valid driver's license. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Must have strong interpersonal, presentation, oral and written communication skills to interact effectively with a diverse, multi-cultural 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.*