



Job Description

Job Title: Executive District Director – Financial Affairs

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. 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 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

Responsible for the leadership, strategic planning, and management of various organizations effectively accomplishing the goals established by senior leadership. Responsible for the administrative and fiscal management as it pertains to Human Resources, professional development, facilities, institutional research, and development. Provides transparency in the management of fiscal resources and works to ensure that the organization is well positioned in a rapidly evolving and competitive environment.

Responsible for ensuring that cost effective operations and infrastructure are established to promote the locations goals and support the Districts vision, mission, and goals. Provides leadership in the identification, development, and implementation of training to promote safety and to strengthen the staffs' knowledge of operational policies and procedures.

Collaborates and builds strong alliances with various organizations and colleagues. Serves as committee leader and participates in various committees and projects that involve extensive collaboration between multiple departments across the District and with external clients. Directs the alignment of resources to meet tactical goals; working with the CEO and the administration to address operational deficiencies and implement corrective measures.

Provide and facilitate opportunities for financial affairs staff development to expand supervisor's knowledge and the ability to strategically align departmental resources to support goals and cultivate a staff to promote departmental success. Provides governance to service departments responsible for developing internal and external informative reports regarding the state of the organization, including reports on student services, production, media service, educational technology and financial affairs.

Possesses exceptional interpersonal and management skills, strong organizational skills, and the ability to manage multiple priorities meeting deadlines. Communicates to groups using the appropriate resources, materials and communication tools. Must have strong interpersonal, presentation, oral and written communication skills to interact effectively with a diverse, multi-cultural DCCCD community network.



Supervise approximately 10 to 15 full-time employees and manages a budget of approximately \$11,000,000+.

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.