





community and interact effectively with individuals, faculty and staff from diverse grounds. Strong experience and effective 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 plus five (5) years of experience in a highly responsible position in a higher education environment or workforce/economic development environment, including supervision in an organization of similar size and complexity as DCCCD. Requires five years of demonstrated supervisory experience of full-time staff.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Assisting the Chancellor in aligning the work of the District in support of the Board's strategic objectives through Board Services, including building capacity for partner development and engagement, in assessing effectiveness and proposing solutions.

Developing strategic communications and marketing programs to raise awareness, build strong constituencies and support overall growth and development of District and college programs. Acting as primary contact for legislative and other public and governmental agencies, using political acumen and influence to promote positive action.

Working closely with General Counsel to ensure consistent understanding and implementation of related legislation. Participating in a wide array of collaborative discussions and efforts with the Chancellor, other District administrators, and College presidents to further the progress of the District and individual colleges in meeting desired goals.

Modeling an effective communication strategy designed to promote confidence and transparency. Encouraging the use of data throughout the organization through leadership for institutional research and the development of system metrics. Making decisions, for assigned areas and on behalf of the Chancellor when directed, which are data-informed, ethically and strategically sound for both short and long-term initiatives.

Designs and executes a staffing plan to meet requirements through selection, training, coaching, development, evaluation and supervision of assigned staff. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs additional 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*



## Dallas County Community College District

*perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*