



Job Description

Job Title: Executive Vice Chancellor & Chief of Staff

JTC: APA

Salary Range: A95 (Unbanded)

FLSA: Exempt

The District is seeking a creative, results-driven, collaborator who can optimize the use of technology and regional services to help the District provide a unified, comprehensive approach to meeting the needs of its community. 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 and supporting initiatives which contribute to the vibrancy, growth, and economic stability of Dallas County for future generations, with primary emphases in areas of:

- Organizational research and analytics for use in strategic decision-making
- Public and governmental affairs – local, state and national
- System governance as directed by the Chancellor

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The Executive Vice Chancellor and Chief of Staff must demonstrate:

A well-developed sense of the student population to be served and the constituencies who make policy impacting them.

A strategic understanding of the educational environment, internal and external to the District, and the ability to make, and influence, dynamic decision-making.

An interest in, and a successful record of, strategic risk-taking, requiring the identification and elimination of barriers to the delivery of the required result.

An ability to support a system designed to be responsive and nimble, innovative and effective as a results-oriented culture is reinforced.

An ability to develop and maintain a broad network of resources for purposes of advocacy and advancement of the Board's strategic objectives.

Demonstrated experience in oral and written communications confirming the ability to effectively research, organize and persuade diverse audiences, internal and external to the college and system. Strong knowledge and experience providing effective 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 discipline or an earned doctorate (preferred), plus five years of management experience, including three years of upper level administrative experience in comparable position. Requires five years of demonstrated supervisory experience of full-time staff. Official transcripts will be required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.***

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