



Job Description

Job Title: Chief Innovations Officer

JTC: AQR

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

The Chief Innovations Officer will be responsible for the management, operation and strategic direction of DCCCD's information technology and online education organizations. Position will be responsible for leading and supporting initiatives that contribute to the vibrancy, growth, and economic stability of Dallas County for future generations through a demonstrated understanding of the current systemic challenges to support desired outcome.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Able to determine how an integrated network will impact instructional and other activities across all aspects/areas of the district. Ability to make informed decisions that are strategically and ethnically sound for both short and long-term initiatives.

Understands how current processes and operations affect the business and articulates strategies that support the vision and mission of the district and aligns resources toward the successful achievement of those goals.

Ability to partner and build relationships among colleagues, staff, faculty, vendors, business and industry leaders, etc., to facilitate/implement workable solutions in attaining technological, educational and economic goals.

Ability to apply strategic risk-taking and management skills to identify and eliminate barriers that hinder delivery results. Skilled in recognizing transformational opportunities and applying them in real world settings.

Able to effectively communicate or collaborate information with a willingness to work as an active team member inside and outside the organization to facilitate positive results. Appreciates and embraces the strengths and diversity of others to build high performance teams.



Futurist in developing technology models that are conceptually sound, financially feasible and organizationally sustainable. Ability to evaluate progress of innovation and adjust pace or direction accordingly. 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 or higher plus five (5) years of demonstrated leadership experience managing a complex, multi-million-dollar organization including three (3) years of upper level administrative experience supervising individuals with varying responsibilities. 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

Applies administrative and technical knowledge and skills to business situations that arise. Understands and/or questions current processes or operations and uses information to reimage/realign the district and its colleges to meet business goals or expectations.

Utilizes strategic influencing capability to achieve highly effective engagement in order to help align current and future activities in terms of relationship between technical and business outcomes. Leads and facilitates the pursuit of continuous improvement across the entire district.

Analyzes the needs and requirements of internal and external clients through the development of relationships, alliances and partnerships. Maximizes the capabilities of staff as fundamental in order to deliver business excellence.

Identifies and proposes areas where technology, company structure and day-to-day practices can be combined and refined to drive DCCCD toward its business goals. Manages resources effectively to handle multiple projects and tasks simultaneously while maintaining attention to detail.

Articulates the mission and goals of the DCCCD both within and outside the organization. Maintains a climate that is collegial, that respects and values the diversity of others.

Creates an environment that values, allows and enables innovators to contribute ideas for improving existing products and services or developing new ones. Makes innovative changes that bring about significant improvements in terms of performance and introduces new ways of thinking about business issues and technical solutions.

Responsible for the creation, monitoring and administration of the Innovation Office budget. Approves department related expenditures. Must complete required DCCCD Professional Development training hours per academic year. 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.



Responsible for managing a budget of \$10M+.

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.