



## Job Description

**Job Title: Chief Human Resources Officer**

**JTC: ARK**

**Salary Range: A95 (Unbanded)**

**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

Functions as a member of the senior management team responsible for instituting policies and procedures that provide effective internal management of the organization. Responsible for accelerating organizational performance through strategic planning and organizational effectiveness. Bears significant responsibility, accountability and authority within an organization to meet the vision, mission and goals of the organization and DCCCD.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated experience as a highly aligned business leader in strategic planning and support services. Maintains an uncompromised commitment to integrity, credibility, demonstrated high moral values and ethical behavior and dedication. Proven track-record of detail-oriented management skills including fiscal compliance and outcomes. A strategic thinker providing visionary and dynamic leadership that will bring about effective change. Keeps up-to-date with emerging technologies and best practices.

Ability to oversee the complete operation of a department in accordance with the direction established through strategic planning including the design and structure of the organization in a manner that facilitates and supports the operations. Demonstrated problem solving skills from analysis to recommendation and the development of implementation plans.

Ability to develop collaborative relationships with internal and external constituents of diverse ethnicity and multi-cultural backgrounds, creating and supporting a diverse environment. Experience in leading committees that focus on initiatives affecting business procedures and issues, as well as experience in developing and implementing strategic proposals. Ability to make formal, persuasive presentations to groups and interact effectively with individuals from all segments of the community. Proven capacity to work inclusively with executive leadership, and collaboratively with other stakeholders.

Excellent change agent, using a style of management that mentors/coaches' staff to inspire their best performance. Ability to understand changing market dynamics, translating them into actionable strategy and implementing the strategy to achieve the objectives of the district. Able to align and integrate the department's goals with the vision, mission and goals of the DCCCD.

A strong commitment to personal and professional development, and the ability to build a robust and collaborative team. Ability to translate and communicate complex topics in a variety of forums, tailoring



communications to effectively fit and influence the targeted audience. 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) to seven (7) years of upper level administrative experience in a comparable position. 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

Responsible for leading and supporting initiatives which contribute to the vibrancy, growth, and economic stability of Dallas County for future generations, with strategic emphases in areas of talent acquisition, development, support and management. Responsible for transforming the human resources operation into a strategic talent-focused and systemic service-oriented function. Leads and supervises staff engaged in talent recruitment and training, total compensation, performance, recognition, retirement, and related compliance. Ability to assess and organize networked resources in a positive manner, whether thru direct supervision or indirect influence.

Develops and maintains a system of total compensation which attracts quality applicants, rewards outstanding work and results, and encourages longevity in return for productivity. Develops, updates and maintains policy which meets Board expectations, supports student success through employees, promotes consistency and fairness, and encourages measurable accountability and productivity throughout the organization.

Responsible for building a comprehensive strategy to align recruitment and development activities to satisfy network needs driven from the Board strategic initiatives, through strong internal alliances and strategic external partnerships. Promotes an organizational culture of inclusivity and appreciation for the diversity represented in the county, the student body, and the employee population to be served.

Makes decisions which are data-informed, ethically and strategically sound for both short and long-term initiatives. Participates in a wide array of collaborative and strategic discussions with the Chancellor, other District administrators, and College presidents to further the progress of the District and individual colleges in meeting desired goals and designing effective solutions.

Models an effective communication strategy designed to promote confidence and transparency while strengthening communications skills in others; improves understanding and efficient problem-solving within the organization and among employees. Must complete required DCCCD Professional Development training hours per academic year. Must have strong interpersonal, oral and written communication skills to effectively communicate within a multi-cultural community network.

Supervises four (4) or more employees and manages a direct budget of approximately \$1M+ and an indirect budget of more than 200M+.



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.*