

RANGE N05

**JTC NO. CCD
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Talent Central, Program Development Manager

DATE PREPARED: Spring 2015

DATE REVISED: Spring 2017

GENERAL SUMMARY:

Responsible for program development, management, evaluation and facilitation of Talent Central, professional development programs. Additionally, this position communicates Talent Central programs and initiatives to District locations. Plans, coordinates project implementation, compiles statistical information, write reports and provides general support for Talent Central initiatives and programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Plans, designs, develops and coordinates District wide staff, professional development and training programs.

Serves as a leader in team building, problem solving, partnerships, and program development within District locations.

Project leader for various staff and professional development programs and initiatives.

Coordinates District wide activities and events to promote staff and professional development.

Communicates, promotes and reports District wide staff, and professional development activities, events and programs, via online communication and newsletter.

Maintains accurate and up to date information regarding Talent Central programs for District wide review.

Provides facilitation of District level staff, professional development and training programs.

Supervision: Responsibility for the selection, training, coaching, development and evaluation of assigned staff.

Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

Talent Central, Program Development Manager

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PHYSICAL EFFORT REQUIRED:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 40 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Bachelor's degree or higher plus five years of experience in training or professional development in an educational/business or Associates degree plus seven years of experience in training or professional development in an educational/business environment.
- Must have two years of supervisory experience of full time staff.
- Requires advanced skills in generating reports, writing, desktop publishing and analyzing data, for public review.
- Requires proven writing and presentation skills.
- Ability to coordinate and/or perform multiple tasks simultaneously; directs the work of others, meets tight deadline and communicate and work effectively with individuals from diverse backgrounds.
- Ability to work independently and collaboratively.
- Proficient in a variety of computer applications including, but not limited to, Microsoft Office Suite, desktop publishing and must be able to adapt to new emerging technologies.
- Oral and written communication skills to interact with persons from diverse backgrounds.
- Strong knowledge and experience providing effective customer service.
- Official transcripts will be required.
- *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***