



## Job Description

**Job Title: Manager – Community Campus**

**JTC: CQB**

**Salary Range: N05**

**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

Responsible for assisting with the day-to-day functions of a segment of work, a sub-section of an organization, or a functional area within an organization.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Responsible for assisting with the planning, direction or oversight of a business unit, division, department, or an operating unit within an organization with or without reporting staff. Plans and maintains work systems, procedures, and policies that enable and encourage the optimum performance of its people and other resources within the organization.

Assists in the establishment and implementation of efficient administrative policies, programs and procedures; develop strategic goals and objectives for area(s) of responsibility in conjunction with strategic direction, mission and goals of business unit or organization.

Demonstrated ability to work effectively with both internal and external groups with a cultural, racial and ethnically diverse background; strong commitment to world-class customer service.

Recognize emerging trends in area(s) of expertise and prepare for changes that may occur as a result of these trends. Ability to multi-task and/or lead projects to ensure they are completed within timeframe and budget.

Manages the preparation and maintenance of reports necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment. Strong knowledge and experience in 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

Associates degree plus three (3) years of related experience. Official transcripts are required. Must possess a current driver's license. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Manage the day-to-day operations of the department and provide support, guidance and direction related to business practices, ensuring all policies, procedures, and best practice are followed. Provides input in the planning for student registration process with advisors and colleagues.

Work collaboratively as a team to create a strategic plan to achieve the short and long-term objectives. Review processes and procedures and makes improvement as needed to ensure students and staff needs are being met. Provides leadership and strategic oversight in maintaining safe, secure and appropriately appointed classrooms and other learning facilities to maximize resources and align with the program needs.

Maintain extensive collaborative and cooperative relationships with a wide array of leadership, academic, professional and administrative individuals and key members of community organizations. May assist with outreach initiatives to include community events, off campus recruitment and campus information sessions.

May assist with enrollment services and make recommendations as needed to improve the registration process. Lead projects as assigned and supports supervisor or staff as requested. Serves and actively participates on campus committees and oversees campus events.

Must complete required DCCCD Professional Development training hours per academic year. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Performs other duties as required.

*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.*