



## GJob Description

**Job Title: Manager – Organizational Program Development**

**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.

### 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

Associate degree plus three (3) to four (4) years of related experience. Official transcripts are required.

\*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.

\*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for program development, management, evaluation and facilitation of professional development programs. Communicates programs and initiatives to college locations, plans, coordinates project implementation, compiles statistical information, writes reports, and provides general support for professional development initiatives and programs.

Serves as a leader in team building, problem solving, and enhance partnerships with all District locations. Strong time management skills, self-motivated and goal oriented. Produces digital media and learning objects for training and development purposes. Documents and assess departmental standard operating procedures to increase consistency and improve efficiency.

Demonstrates a strong understanding of policies and procedures, complies with and applies policies and procedures appropriately. Provides leadership, coordinates and contributes to multiple assignments performed simultaneously. Maintains accurate and up to date reports and information regarding the effectiveness of the development programs for District wide review.

Works to build solid working relationships and collaborates with key groups and individuals to support employee professional development needs. Makes decisions regarding departmental training using needs assessments, assessment data, and strategic priorities.

Must have strong written and oral communication skills, along with effective listening and interpretative skills, in order to clearly communicate information, ideas and instructions.

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.*