



Job Description

Job Title: Project Lead

JTC: CCT

Salary Range: N06

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

Overall responsibility for delivering assigned project based on agreed targets and objects, on time and on budget.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to plan project, manage the creation and execution of various deliverables, and work with all project related resources including but not limited to establishing and managing effective partnerships with project partners and key stakeholders, quality and cohesion of training, networking and project output, reporting of financial and operational progress.

Responsible for actively participating in change management activities and promoting key aspects of the project's vision to all business constituents. Responsible for day-to-day management and execution of end-to-end project(s) deliverables in accordance with identified operating model to ensure quality and consistency. Determine and document guidelines and/or process flows related to data management.

Must have strong interpersonal, analytical and problems solving skills and be able to converse with team members, stakeholders, vendors, etc., with diverse backgrounds. Lead and ensure the delivery of project tasks with technical and functional partners; hold team members accountable based on identified roles and responsibilities during project execution.

Ability to prioritize, multi-task, work independently and/or with a team(s) to plan, organize, schedule and coordinate project tasks and activities. Must have excellent time management, planning and organizational skills and be able to adapt to changing work environments, work priorities and organizational needs to meet objectives.

Must be able to provide clear and concise communication effectively, both orally and in writing to all levels of organization. Provide/manage documentation oversight for assigned project(s) including development of policies, procedures and training documentation, as necessary. Must have excellent customer service skills

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

Bachelor's degree or higher plus two (2) of related experience. Official transcripts required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Must be capable to understanding project and business requirements and how these requirements apply and/or interface with other systems within the DCCCD. Collaborates with client and/or vendor to secure resources necessary to complete project(s). Establishes and manages the project scope and milestones ensuring adherence to timeline, cost and delivery.

Ability to lead team through execution of project and provide day-to-day direction on process related activities. Document and analyze project activities in a way that the process is continually improving. Able to work in ambiguous situations; take a high-level assignment and work the details to produce desired outcome.

Ability to establish cross-functional and multiple location relationships, network both internal and external to DCCCD, in order to accomplish project objectives. Proactively engage stakeholders in project development. Create a sense of belonging and ownership among team members.

Capacity to embrace change and quickly adapt to new situations, changes in direction and altering priorities related to project. Exhibit a high degree of initiative and independent judgment; perform duties make decisions and recommendations under limited supervision. Provides periodic reporting of progress status to key stakeholders.

Exhibits strong interpersonal, communication and diplomacy skills. Actively listens and responds constructively to stakeholders and/or team member's ideas or concerns regarding project. Maintains confidentiality related to project, as applicable. Directly/indirectly manage a budget as assigned, if applicable. 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.

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.