



Job Description

Job Title: Project Control Specialist

JTC: CTF

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

Provides cost and financial management services including budgeting, cost forecasting and reporting, budget management and control, change management and contract administration.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of project financial metrics such as project revenue, cost management, overhead projection, analysis and accounting experience, risk assessment and data analysis. Knowledge and understanding of state and/or federal budget and funding process and requirements. Experience with Project Control concepts such as project initiation, planning, execution, monitoring and controlling.

Experience in developing, implementing and maintaining monthly forecasting, invoicing and cost reports. Exceptional organizational and multi-tasking skills, highly detail-oriented with excellent analytic and problem-solving skills.

Interacts with project team members during project planning, design, development and implementation. Build professional working relationships, team player, and is a consistent, dependable performer with excellent work ethic and results-driven with a commitment to success.

Ensures that all project control systems within the scope of the project are in place and integrates project data for decision makers. Advanced or continued training in the use of computer-based accounting and analytical software, spreadsheet preparation software, and budgeting tools. Knowledge of Microsoft Word, proficient in Excel, PowerPoint, and Access.

The ability to effectively interact with customers, regulatory agencies, and various levels of management and personnel. Strong verbal and written communication skills to listen to and understand the needs of both the project managers, leadership and staff. Deliver exemplary customer service and develop a work environment that supports diversity, teamwork, honesty, integrity and openness. 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

Responsibilities included budgeting, contract administration, planning, scheduling, cost control, forecasting and invoice administration. Support project tasks and responsibilities related to financial reporting and budgeting for DCCCD projects. Manage cost management-related documentation in the Program documentation library. Ensure cost management standards, tools and procedures defined for use in the program are utilized and adhered to.

Support district team members in identifying key issues and risks related to program cost management. Provides ongoing project reporting and updates to the project management team for progress reporting and approvals as required.

Coordinate with project contractors to ensure project invoices are accurately prepared and timely submitted following the District policies and procedures. Assists in creating financial deliverable and supporting project documentation for project expenditure monitoring and cost management. Identify financial report needs and develop solutions for use by District leadership. Establish and implement new or revised processes, tracking spreadsheets or forms to support ongoing cost management.

Participate in project review meetings, receiving in progress inputs as to cost, scope, and schedule reporting elements and perform updates to project control documents and databases. 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 job 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.