



Job Description

Job Title: Senior District Reports Specialist

JTC: TRA

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

Administers and coordinates the state enrollment reporting functions using a variety of computer records and oversee small or intermediate sized complex projects.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated ability to organize and maintain high volume of records; analyze and prepare detailed reports; work within tight deadlines and minimal supervision. Demonstrates knowledge of policies and procedures that affect clients and/or students, applying them fairly and consistently. Ensures compliance with local, state and federal laws and regulations; and applies best practices that are in direct support of the overall vision, mission and goals of the organization and district.

Is knowledgeable about and can clearly represent own area of responsibility, seeking new knowledge and tools to advance the objectives of the organization. Protects the privacy and confidentiality of employees, students and others. Self-motivated with excellent organizational and problem-solving skills. Requires advanced knowledge of software for spreadsheet and word-processing applications.

Cultivates alliances across internal and external boundaries in order to build and maintain strong working relationships. Acts as a trusted advisor, inspires confidence and model's integrity in decisions, communication and treatment of all individuals internal/external to the college community. Creates a work environment that embraces and appreciates diversity.

Able to gather, compile, and analyze data/information and prepare reports as requested. Detail oriented with the ability to manage multiple assignments and projects, create detailed actions plans, as well as the ability to adapt to changing priorities, deadlines and directions. Makes decisions that are based on thorough analysis of issues and uses sound judgment.

Must have strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituents in a diverse, multicultural college community. Must be able to provide excellent 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

Bachelor's degree or higher plus three (3) years of related work experience. Official transcripts are required. Must have valid driver's license if traveling to off-site locations. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates the preparation of all state enrollment compliance reports. Responsible for data extraction and analysis of information for use by the district and generation of reports for the Texas Higher Education Coordinating Board (THECB) and Legislative Budget Board. Manages data by verifying accuracy, completeness, and compliance with the District's policies and procedures, department guidelines and state and federal regulations.

Receives, sorts, and transfers electronic edits to the proper destination requiring advanced knowledge of the Enterprise Resource Planning (ERP) and or other district reporting systems. Query, review, and confirm the accuracy of all reports including reports prior to certification and runs queries to identify anticipated reimbursements prior to certification to ensure validity of reports. Maintains historical statistical database of enrollment data of DCCCD and produces timely reports and enrollment trends to management.

Builds and maintains working relationship with diverse internal/external stakeholders and constituents to ensure reports are prepared in a timely manner. Collaborates with programmers to ensure customizations and modifications to CBM reports are updated in a timely manner. Participates in internal/external committees as directed. Acts as a liaison between district and campus personnel, external agencies, or other individuals to obtain, supply or explain data relating to state reporting processes.

Maintains historical student statistics database. Prepares contact hour information from anticipated state reimbursement reports for use in college budget funding allocation process. Review and resolve all errors and warnings from batch error reports and those identified by THECB from the results file. Provides assistance to district/campus staff by preparing oral and/or written presentations for internal workshops related to the state reporting process. Participates in testing District software during upgrades and enhancements to adapt new reporting requirements.

Utilizes effective interpersonal, oral and written communication skills when interacting with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Must complete required DCCCD Professional Development training hours per academic year. 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.