



Job Description

Job Title: Project Manager

JTC: CCM

Salary Range: N08

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

Project manager oversees the planning, development and implementation of a project(s) and prepares documentation/reports for leadership evaluation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources. Identifies business strategies and incorporates goals and objectives that work towards the strategic direction of the District. Knowledge of the principles of local area networks and ability to integrate into existing UNIX and computer applications.

Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Conducts various needs assessments to determine organization and/or business needs; delivers specific organizational goals and assesses effectiveness of program to broaden and enhance client services. Must be able to work independently and in a team environment.

Ability to serve as a liaison for the district to identify internal and external entities suitable for project needs including governmental agencies, public and private business. Provides leadership to individuals or teams charged with the responsibility of accomplishing a variety of goals or tasks and serves as a facilitator for process improvement to meet business needs.

Strong human relations and collaboration building skills are necessary. Ability to identify complex problems and review related information to develop and evaluate options and implement solutions. Interprets policies/procedures and issues appropriate directions for their implementation. Plans and administers the funds of the organization according to the approved budget.

The ability to listen to and understand information and ideas presented through spoken words and sentences. Advanced presentation, oral and written communication skills to be able represent the college community district and interact effectively with individuals from diverse backgrounds. Ability to provide exemplary 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 in related field plus four (4) years of work-related experience. Project Management Professional (PMP) certification. Must have current and valid Texas driver's license for off-site travel. Official transcripts will be required. ***Will be subject to a criminal background. Some positions may be subject to a fingerprint test. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Conducts detailed analysis of project requests; defines scope of project; assigns tasks to programmers/analysts; establishes measurable time segments; and monitors project to completion. Responsible for defining system requirements, designing, programming, and installing assigned administrative/educational systems. Keeps up-to-date on new technologies and best practices related to project management through professional development activities.

Responsible for assembling project teams, scheduling, reviewing, and monitoring project work to ensure that progress is within expected guidelines and completed on time and within budget. Identifies resource requirements, meets training needs, defines project deliverables, provides customer satisfaction and reporting structures; ensures quality of projects. Creates and maintains comprehensive project documentation. Uses appropriate verification techniques to manage changes in project scope, schedule and costs.

Establish and maintains effective working relationship with diverse internal/external stakeholders and constituents, including third parties/vendor, within the DCCCD network community to ensure successful implementation and integration of applicable technology or other solutions into diverse business environments. Works with IT team members to coordinate the implementation of guidelines and procedures to ensure system security.

Responsible for developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility. Programs advanced or complex tasks associated with project assignments; performs emergency corrections as required. Writes, tests, and documents programs; acts as technical resource to trainers. Keeps management abreast of project status and/or problems, escalating as needed.

Utilizes excellent verbal, written, presentation and interpersonal skills when communicating with diverse internal/external stakeholders and constituents within the DCCCD network to meet the changing needs of the business and to ensure appropriate transition of project activities into support. Provides excellent customer service.

Completes 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.