



Job Description

Job Title: Project Manager – Education Policy

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.

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 a must. 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 or higher in related field plus five (5) years of work-related experience and two (2) years of supervisory experience. Must have current and valid driver's license required for off-site travel. Official transcripts will be required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for oversight of planning, development and implementation of multiple projects , managing resources and stakeholder expectations via structure channel. Manage the project management of strategic initiatives, primarily Guided Pathways to Success (GPS), as well as district-wide curriculum and catalog software implementation working with internal stakeholders and external vendors. Interprets policies and procedures and issues appropriate directions for their execution.

Identify and follow district IT Project intake process and procedures to assigned project resources such as staffing and budget as well as conducting project risk assessment to improve business processes. Leads the Request for Proposal (RFP) process by requesting contribution from participants across diverse areas to select a vendor for the Curriculum & Catalog Software and coordinate the resources for vendors to conduct demonstrations of software.

Builds and maintains relationships as demonstrated through employee engagement with the RFP process showing consistent involvement of participants across the district support a positive and diverse work environment. Serves as the primary project communication link between executive leadership and task force teams, filtering data and moving forward with recommendations, responds to actions, escalation and resolution of issue.

Maintains a focused approach to goal completion using meeting agendas, stated objectives, defined deliverables, identifying next steps and action items keeping multiple teams on track and moving forward. Evaluate strategic options and alternatives delivering and advancing services in a more efficient and cost-effective manner; develops RFP's and process mapping schedule to manage resources and stay on timeline.

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. May supervise full time staff. 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.