



## Job Description

**Job Title: Project Manager – Interior Design**

**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. Valid National Council for Interior Design Qualification (NCIDQ) registration; valid Interior Design registration in the State of Texas. Project Management Professional (PMP) certification. Must have valid driver's license if traveling to off-site locations. Official transcripts and proof of certifications are 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 new and/or major interior renovation project(s) district-wide including developing project scope, specifications, cost proposals, furniture design and layout. Determines client's goal and requirements and presents preliminary design, sharing new perspectives in design solutions.

Selects and coordinates with architectural consultants, general contractors, and external vendors to complete interior renovations, promoting the use of minority vendors. Meets with the design teams at various campuses to review final plans before implementation of the project; addresses and solves any issues or make revisions as requested by the client. Uses independent judgement and time management skills to prioritize work assignments. Ensures project members follow district processes and procedures related to renovation or construction projects.

Conducts on-site investigations, analyzing structures, maps, reports, etc., in order to provide technical specifications and feasibility studies. Works independently and within a team environment with individuals from multi-cultural and diverse backgrounds across organizational boundaries to meet business needs.

Evaluates project delivery resources and make recommendations on ways to improve productivity within defined levels of accountability. Explores new project delivery systems and setup project database using project management software. Able to read and create computer aided drawings and produce preliminary designs in sketch format. Coordinate access to drawings, specifications and equipment warranties through a facilities document management system. Assists with budget and estimation of additional project costs for special finishes and/or equipment to achieve functionality and an aesthetically pleasing environment.

Maintains high ethical standards and adherence to applicable rules, regulations, policies and procedures. Presents ideas and concepts in a clear and concise manner that is understandable to client, contractors and/or vendors. Must have excellent presentation, oral and written communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. 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.*