



## Job Description

**Job Title: Principal Project Manager - IT**

**JTC: CTA**

**Salary Range: N10**

**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

Responsible for leading complex, large scale, high risk, strategic projects that span organizational boundaries including multiple business units and service partners/vendors. Responsible for project leadership, planning, execution, control, financial responsibility and post-project review.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge and experience in the project management processes including planning tasks, resource allocations, risk management, time management, financial management, quality management, monitoring and reporting, documenting and record keeping. Knowledge of the strategic and operational issues of project management.

The ability to proactively identify changes in work scope and ensure appropriate planning measures are taken with internal and external stakeholders to reassess and amend the scope of work requirements, budget and timeline. Experience evaluating strategic options and alternatives for delivering or offering services in a more efficient or cost-effective manner.

Builds customer relationships with internal and external constituents of diverse ethnicity and creates a diverse environment. Strong leadership, organizational and interpersonal skills with the ability to work well with people from different disciplines and varying degrees of experience.

Demonstrated experience in managing issues, scope and quality while bringing projects to successful completion. Adaptability and flexibility to manage deadline pressure, ambiguity and change. The skills to align and incorporate the organizational goals with the vision, mission and goals of the District. Advanced knowledge of various software applications and multiple technologies to create documents reports and/or graphics.

Ability to train and mentor project managers or teams in project management methodologies. Experience and advanced skills utilizing MS Excel and MS project software. Strong writing, mentoring, decision making, communication, and presentation skills; ability to utilize a combination of formal authority and persuasion skill sets. Cultural awareness and experience working across different cultures and in community college.

### 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 seven (7) years of related work experience. Project Management Professional (PMP) certification required. Must have valid driver's license. Official transcripts required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the leadership and management of large complex and high priority projects. Responsible for the overall planning, management, completion and implementation of assigned projects. Prepares and initiates documents providing cost analysis, scope, benefits and resource allocation to management. Ensures compliance with District policies, procedures, and standards to ensure proper administration of activities.

Identify issues and risks by assessing and developing mitigation plans that could impact the success of the project and program. Leads the team through the planning phase including feasibility, project management planning, and requirements. Identifies, develops and monitors key performance indicators for operational excellence and customer service. Manages changes on the project through the change control process.

Collaborates with service support groups to ensure appropriate transition of project activities. Develops strong relationships with the project team through the design, development, test and implementation phases of the project. Responsible for developing and strengthening partnerships with prospective business who requests the District's services. Negotiate and collaborate with vendors to drive the project to completion.

Reports to management on plans, projects, performance of project team, and other related matters for use in budgeting and contractor resource allocation. Provides consulting services to District and other IT departmental teams to properly define and understand project requirements.

Develops and manages project budgets to ensure budget adherence. Supervises, mentors and coaches project managers and staff and evaluates the performance of assigned employees. 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 required.

*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.*