



Job Description

Job Title: Executive Managing Director-Project Management **JTC: TCN**

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 directing the activities of a specific department or departments within an organization. Manages other employees and ensures all business goals and objectives are reached. Ensures compliance with district policies and procedures as well as regulatory rules and regulations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated knowledge and experience in providing leadership, planning, and execution of policies/procedures, systems, products and/or services within assigned area of responsibility. Understands the most effective and efficient way to accomplish tasks within the parameters of the organizational hierarchy. Demonstrates agility when leading organizational initiatives or when supporting the initiative of others. Demonstrated ability to formulate objectives and priorities and implements plans consistent with the long-term interests of the organization.

Ability to evaluate critical activities in terms of value added, impact, etc., managing time and the tasks associated in a fast-paced, changing environment. Demonstrates a capacity for understanding the business operations and functions within the organization. Ability to leverage technology to solve business problems. Knowledge of laws and regulations related to integrity of information. Ability to maintain confidentiality and acts with personal, professional and behavioral integrity.

Ability to foster collaboration, develop networks and build alliances with diverse stakeholders and constituents to achieve common goals. Ability to work individually and as part of a team and participate in team projects to meet timelines. Demonstrates a commitment to continuous improvement, including understanding of applicable technology, processes and procedures.

Ability to maintain focus and persevere in the face of obstacles. Ability to prioritize tasks, use time efficiently and respond quickly and constructively when faced with challenges. Ability to transform and align organization through its people to drive improvement in new and challenging directions.

Must be able to effectively communicate information and engage in conversations with diverse stakeholders and constituents using appropriate communication modes and methods. Demonstrates an awareness and respect of cultural differences and individual values, leveraging the strengths of others to accomplish goals.

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. May be required to lift and move materials and equipment.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree with seven (7) years of work-related experience including two (2) years of supervisory experience. Official transcripts are required. Project Management Professional (PMP) certification required. Must have valid driver's license to travel off site. Work hours may extend beyond the regular, Monday-Friday, 8:00 a.m.-5:00 p.m. workday, including weekends and holidays. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for overseeing the timely and effective management of various projects that support the DCCCD infrastructure and align with the district's strategic initiatives. Develops and oversees project management and schedule goals, procurement and contractual requirements, personnel assignments and capacity planning. Review overall contractual requirements for projects and specific process design methodology for individual projects. Ensures adherence to DCCCDs guidelines, policies and procedures. Keeps up-to-date on best practices and technological changes in the market related to project management.

Develops a timeline for the completion of certain milestones for a given project to ensure that each phase of a project proceeds as planned. Makes presentations to stakeholders and constituents concerning different phases of a project. Contracts with outside agencies/vendors for support on an as-needed basis. Champions change and effectively manages the implementation of new ideas. Reviews status reports of Project Managers and address issues as appropriate. Lends expertise to internal teams and task forces.

Builds and maintains working relationships with diverse stakeholders and constituents internal/external to the DCCCD community network to ensure deliverables and client satisfaction. Communicates effectively with clients to identify needs and evaluate alternative business solutions and strategies. Continually defines ways to increase customer satisfaction and deepen client relationships. Provides senior level resolution to client issues. Reinforces team approach on projects and internal initiatives. Supports and solicits input from team members, stakeholders and constituents at all levels within the organization.

Meet with clients to clarify specific requirements for each project; develops comprehensive project plans and processes to share with clients and staff members to meet project requirements. Delegates project tasks based on staff members' individual strengths, skill sets and experience levels. Tracks project performance, specifically to analyze the successful completion of short- and long-term goals. Meet budgetary objectives and make adjustments to project constraints based on analysis. Manages the strategic aspects of large projects and mitigates any risk. Oversees/supervises project managers and/or staff working on client projects. Ensures project(s) reviews and quality assurance procedures take place for all projects.



Utilizes excellent interpersonal, presentation, oral and communication skills when communicating information to diverse stakeholders and constituents internal/external to the DCCCD community network. Participates on task forces and committees related to the implementation of projects within the district. Achieves excellence in all areas of business. Manages the development of project managers and other staff members. 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.