



Job Description

Job Title: Executive Director, Labor Market Intelligence

JTC: APK

Salary Range: E07

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 the Labor Market Intelligence (LMI), will initiate a new program to provide leading-edge labor market intelligence information to students, faculty/staff, and employer customers of DCCCD colleges.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to develop strong partnerships with employers, economic development professionals, site selectors, and through these partnerships, gather data and generate comprehensive reports on high-growth, emerging, and economically critical industries and occupations and their related education and workforce needs. Understanding of the business impact of diversity and inclusion.

Proven record of translating business problems into analytical framework, developing analytical plans for answering complex problems and delivering analytical insights. Extensive knowledge and experience working with large databases, data mining and business intelligence tools.

Experience working with a culturally diverse population, with the ability to interact and influence stakeholders at different levels of the organization. Knowledge and experience in effectively working with a variety of audiences and constituencies in presenting complex data in a simplified, understandable format.

The ability to provide market and competitive insights through presentations and reports to the Executive Leadership Team and various internal management teams to allow effective strategic and tactical decision-making and implementation. Ability to collect, aggregate, manage and implement programs issuing a range of research and analysis techniques.

Ability to multi-task and effectively manage time and workload meeting deadlines. Strategic thinker able to identify opportunities and translate these opportunities into actionable business cases. Strong knowledge and experience providing effective 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

Master's degree or higher plus four (4) year of related work experience and supervision in a highly responsible position in project management and labor market information. Certification as a Project Management Professional, or PMI, Professional in Business Analysis is preferred. Requires a valid driver's license to enable travel within the college and service locations. 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

The Executive Director, Labor Market Intelligence, will be responsible for engagement of faculty, staff, students, and other DCCCD customers in strategic areas, including:

Development of a comprehensive LMI plan to address internal and external solutions to meet DCCCD business, and community needs. Management of workforce research studies, comprehensive gap analysis studies on emerging and priority sectors in the region. Provides technical assistance to DCCCD colleges, industry partnership development, new business development, contract management, and generation of LMI reports.

Oversees and provides strategic direction to the daily operations of the DCCCD Labor Market Intelligence Unit and serve as the primary liaison on LMI issues with the DCCCD colleges. Supports DCCCD college decision making by providing them with up-to-date customized labor market data, including GIS analyses. Works closely with the DCCCD Director of Institutional Research to generate relevant, leading-edge LMI reports that can be easily understood by the general public.

Manages and coordinates the development of comprehensive gap analysis studies on emerging and/or priority sectors and occupations, from research scoping to data collection and analysis. Works with the Executive Director, Industry Sector Initiatives, to coordinate traditional and real-time LMI data with employer data collected by Deputy Sector Navigators.

Develops strategic business and industry partnerships to support local college responsiveness to emerging industry and workforce needs. Disseminates reports and studies to the DCCCD Chancellor, Board of Trustees, employers, economic development organizations, workforce organizations, and other community groups through presentations, webinars, newsletters, and other communication channels.

Works with DCCCD staff to develop a web portal for delivery of LMI data to students, faculty, staff, and others in a simple, effective format. Increases employer and community awareness of the business and industry programs and services available at DCCCD colleges through research partnerships, employer surveys, and presentations.

Works with community organizations to deliver relevant LMI to underserved populations and tying the LMI data with DCCCD programs that will lift these populations into livable wage occupations. Works with community organizations to recruit new employers to Dallas County and assist current employers with workforce expansion through relevant LMI data.



Supervision: Designs and executes a staffing plan to meet requirements through selection, training, and supervision of assigned staff. 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.