



Job Description

Job Title: Executive Director – Workforce & Continuing Education JTC: AQH

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 operational leadership, design, development and strategic plan for the assigned areas of responsibility in a cost-effective and time-efficient manner. Responsible for the day-to-day operation which includes managing committees and staff and developing business plans to accomplish the goals, mission and vision of the District. Responsibilities include financial management, organizational development, staff management, and program operations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Broad knowledge and experience executing operating strategies and plans, manages staff, sustains the operational financial plan and oversees the administrative management of the organization(s). Demonstrated success to effectively lead change and organizational growth through strategic planning. The ability to analyze strategies to move the organization forward, setting goals, evaluating the process and implementing improvements.

Demonstrated track record of success in an administrative leadership position overseeing the operations of an organization(s) or program(s). Experience and amiable individual who can maintain a solid relationship with executive leadership, administrator, staff and students to achieve the goals of the organization; cultivating a positive work environment. Advanced knowledge of policies and procedures and adheres to high ethical standards when implementing process and improvements to comply with District guidelines.

Excellent analytical skills with exceptional organizational skills and the ability to think strategically and tactfully. The ability to present concepts effectively and influence all levels of the organization and administration. Capable of evaluating options and actions based on trends and conditions in the environment, and the vision and values of the organization.

The ability to attain results through critical thinking, problem-solving, planning, execution and continuous improvement of the organization. Experience solving and assessing problems by identifying the cause, collect, and analyze relevant information, generate possible solutions, and resolve the problem in the best interest of the District.

Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills. Must provide excellent 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 in related field plus four (4) years of experience in work related area. Official transcripts are required. ***Will be subject to criminal background. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the leadership and administration of the Workforce and Continuing Education (CE) programs in support of the District missions and goals. Demonstrated ability to identify, develop, sustain, and evaluate all new institutional workforce programs and assess and disseminate key data to ensure viable and quality programs.

Provides an innovative perspective on industry needs and student life-cycles within the college to include admissions, registration, financial aid, academics, career services and industry trends with new program identification and development. Maintains a viable presence for all workforce and continuing education interests' groups on campus, within the District and the community.

Collaborates process improvements with various organizations and colleagues; and is a key member serving on various committees tasked with the assessment of existing programs. Maintains a positive working relationship with curriculum constituents at the district level and across other colleges. Adjusts to the time constraints of others to conduct quality collaborative sessions and bring individuals together cross-departmentally.

Manages special projects as assigned and utilizes organizational skills, decision-making skills and works with a sense of urgency to prioritize tasks or projects based on the urgency of their order. Maintains a fresh perspective from past experiences and education, to make suggestions for college improvement and redesign. Determine current and future workforce needs and provides input into the creation of new or revised academic and technical educational curricula to meet those needs.

Utilizes email, phone calls, letters, one-on-one visits and scheduled meetings effectively to communicate important information. Must have strong interpersonal, presentation, oral and written communication skills to interact effectively with a diverse, multi-cultural DCCCD community network.

Manages a budget of approximately \$2.5 million dollars.

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.