

## Job Description

**Job Title: Assistant Director - Advanced Manufacturing**

**JTC: CCR**

**Salary Range: N07**

**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

Provides assistance to achieve the organizations administrative, academic, student support and/or community relations goals.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Responsible for providing guidance and leadership in planning the day-to-day activities of assigned organization. Collaborates with stakeholders to implement/improve processes and procedures in order to meet the mission and goals of the institution or organization. Additional work will vary according to the assigned department.

Must have strong interpersonal, organizational, time management and problem-solving skills as well as the ability to prioritize, plan and lead projects as assigned. Identifies problems and determines the best solution, working to resolve the issue(s).

Able to develop strong working relationships with team members, key stakeholders, internal and external constituents from diverse backgrounds in order to meet business needs. Provides guidance and support to employees to improve the value of the organization and create a positive work environment.

Ability to adapt to changes in work environment, work priorities, organizational and/or customer needs. Plans, organizes and schedules staff and tasks effectively to achieve objectives. Adheres to institutional and/or the organization's policies and procedures.

Uses multiple methods to communicate information and chooses method that is appropriate to the audience. Maintains confidentiality and high ethical standards. Must have excellent communication skills.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard Manufacturing environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Incumbents are at times subjected to hazards such as the dangers associated with the use of industrial equipment, basic hand and power tools and testing equipment.



## MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher in related field plus three (3) years of related work experience. Official transcripts are required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

This position will lead the advanced manufacturing technology program providing guidance and support to functional areas such as welding, CNC machining, industrial maintenance, mechatronics, industrial lasers and robotics operations and machine tool technology. Must have demonstrated knowledge of manufacturing skills and competencies to develop and coordinate the modification of career pathways in advanced manufacturing to meet industry needs. Position provides technical expertise and coaching to staff to ensure that student and market needs are met and/or exceeds expectation. Position understands and complies with local, state and federal laws/guidelines and adheres to district policies and procedures.

Responsible for providing leadership in planning the daily activities and overseeing staff in the advanced manufacturing technology organization. Position provides guidance in production skills to set up, operate, monitor and control the manufacturing process; process design and development skills to continuously improve production processes; skills in health and safety to maintain a safe learning/work environment; skills in maintenance, installation and repair to maintain and optimize complex equipment and systems. Keeps up-to-date with latest technologies and industry standards and how they affect the local job market.

Results-oriented, and able to work independently and as part of a team. Develops strong partnerships with local school systems and industry to help recruit students into program. Assists as needed in the recruitment of corporate clients. Interacts with diverse, multi-cultural stakeholders internal and external to the DCCCD network community.

Responsible for the instruction, assessment and evaluation of teaching and learning, development of curriculum design/implementation, program planning for pathway development, and involvement in student recruitment activities. Ensure prospectus content meets the requirements of current and future trends in advanced manufacturing and stays abreast of changes in education and employment. Provides continuous process development, skills and training to staff to meet student, market and district expectations. Coordinates and improves organization processes and procedures, equipment and pedagogy to meet the mission, vision and goals of the organization and DCCCD.

Able to communicate effectively both orally and in writing to meet the diverse needs of the community. Must possess excellent organizational and interpersonal skills and provide exceptional customer service. 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.

Supervises five or more full-time or full-time equivalent (FTE) employees and manages a budget of approximately \$100,000.



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.*