

RANGE HA2

**JTC NO. H85
FLSA EXEMPT E**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Project Leader I
DATE PREPARED: Fall 2010
DATE REVISED: Fall 2011; Spring 2012; Fall 2012; Spring 2017

GENERAL SUMMARY:

Responsible for facilitating and managing assigned project(s), and monitoring the progress. Position plays a key role in the planning process as well as in delivery of the project(s) objectives. Position is responsible for assessing risks and ensuring the project(s) remains within the allotted budget and timeline.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's Degree or higher plus three years' experience in managing projects and supervision. Must be able to evaluate project request, monitor progress, delegate and prioritize tasks. Must be proficient with computer technology to access data, maintain records, and generate reports. Demonstrated oral and written communication skills to interact effectively with varying levels of industry/agency contacts and employees of the DCCCD, as well as, individuals from diverse backgrounds. Must be able to provide quality customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***