

Rate of Hourly Pay: \$31.28

**JTC NO. H99
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

Professional Support Staff Association President Role and Duties

GENERAL SUMMARY:

Full time professional support staff employee elected by professional support staff association members to facilitate and guide a college/location's membership in fulfilling the purpose of the professional support staff association:

- To promote the professional, economic and social welfare of professional support staff employees
- To promote community among the DCCCD personnel
- To further the goals and objectives of the DCCCD
- To inspire professional growth and activity that will insure the best education for the students of the DCCCD

The college/location PSSA President serves on the Professional Support Staff Executive Council, an advisory group to the Chancellor.

Specific responsibilities may include (but may vary depending upon college/location leadership structure and organizational needs):

- Convene regular (monthly) meetings of PSSA membership
- Attend PSSEC meetings
- Participate in, and contribute to, college committees, councils, task forces and other decision-making and/or communication bodies as determined by location leadership
- As assigned or requested, participate in, and contribute to, District-wide committees, task forces and ad hoc work teams
- When possible and as appropriate, assists in informal dispute remediation to the benefit of organization climate
- As per established procedures, participates in annual employee award selection processes
- May advise employees on prevailing decision-making or communication patterns within an organization
- May advise college/location CEO of issues, concerns and suggestions to improve college responses to student and community needs

Reporting Relationship: reports to college/location CEO or other executive level leader, as determined by college President or location CEO.

Approved by PSSEC and EVCBA (PSSA Council sponsor/liaison) - December 19, 2014
ADA/tmm 05.29.19