

RANGE H94

**JTC NO. HG3
FLSA EXEMPT E**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Program Manager II
DATE PREPARED: Summer 2011
DATE REVISED: Spring 2012; Fall 2012; Spring 2017; Fall 2017

GENERAL SUMMARY:

Responsible for running complex programs and projects which include handling tasks that involve designing and development as well as production. Key project management responsibilities include creating clear and attainable project objectives, building the project requirements, and managing the constraints of the project, which are cost, time, scope, and quality.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher plus five years of related experience in the subject matter to which the college location/has identified. Responsible for funning complex programs and projects as well as planning and scheduling project goals, milestones and deliveries. Must be able to interact effectively with 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. ***

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Revised: 1/2017 - emm
Revised: 12/2017 - emm
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