



Job Description

Job Title: Executive Administrator

JTC: AQM

Salary Range: E06

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 overall operations, leadership, management and success of the organization. Requires broad and comprehensive experience, skills and thorough knowledge of organizational policies and practices to achieve organizational goals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Exceedingly experienced for the overall administrative, management and leadership of the organization, achieving organizational goals through strategic planning. Advanced knowledge and experience of federal and state laws and compliancy with District policies and procedures to support the vision, mission, and goals of the DCCCD.

Demonstrated success coordinating information and data across multiple entities, external constituents, and stakeholders. Able to maintain confidentiality of work-related information and materials. Skilled in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies.

Exhibited ability to cultivate and maintain a strong and positive relationship with diverse colleagues and administrative leadership. The ability to present ideas effectively and influence all levels of the organization and administration. Demonstrates strong analytical skills, organizational and team building skills; cultivates a positive work environment. The ability to collaborate with senior leadership to develop budget goals, metrics and long-range planning.

Able to manage multiple projects while prioritizing project urgency and meeting project deadlines. Prepares accurate, efficient and high-quality reports and documents. Exceptional understanding of organizational strategies and applies this knowledge to create a plan for effective and productive growth. Capable of assessing situations to determine the importance, urgency and risks, and makes clear decisions which are timely and in the best interests of the organization.

Exhibits effective interpersonal skills, strong work ethics and driven leader, networks with management, supervisors, and staff members. Must have strong written and oral communication skills, along with effective listening, and interpretative presentation skills, to clearly communicate information and ideas to diverse audiences. Experience working with staff to coach, evaluate, mentor, develop, and motivate



staff. The ability to research and ensure employees have the support and tools needed to meet current and long-term departmental and organizational needs. Excellent customer service skills.

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 work-related 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

Must complete required DCCCD Professional Development training hours per academic year. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Perform 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.