



## Job Description

**Job Title: Executive Administrator – Sustainability Outreach & Initiatives**

**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

Responsible for the coordination with management, shareholders, students, and employees to address sustainability issues. Enact or oversee a corporate sustainability strategy leading the sustainability efforts and daily operations. Develops and executes strategies to address issues such as energy use, resource conservations, recycling, pollution reduction, waste elimination, education and building design.

Creates plans to integrate sustainability into the operational and academic functions of DCCCD. Identifies grant funding, corporate partnerships and programs that support and promote the institution's sustainability efforts. Increase employer and community awareness of business and industry sustainability through training programs and services available at DCCCD colleges using research, partnerships, employer surveys and presentations.

Coordinates and facilitates internal/external resources as well as developing strong partnerships within the district and with governmental agencies and community organizations to accomplish DCCCD'S sustainability goals. Research environmental sustainability concerns and stakeholder interest to identify environmental concerns. Conduct sustainability or environment related risk assessments.

Produce attend conferences, workshops and other events to educate DCCCD's internal and external audiences. Identifies short and long-term goals and objectives and integrates sustainability values and practices into the district's overall strategic plan.

Develop procedures to evaluate organizational activities. Develop and oversee the development of marketing or outreach media for sustainability projects or events. Must have advanced interpersonal, oral and written communication skills to interact effectively with individuals from diverse background internal/external to the DCCCD community network.

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. Position requires regular and predictable attendance.*