



Job Description

Job Title: Executive Administrator – Community Campus

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 overall operation, management and support of a community campus including the scheduling of programs, classes and services that increase community access to higher education. Assists with resource development and preparation of proposals for external funding of programs offered by the community campus. Responsible for implementing policies and procedures as determined by the DCCCD, the Board of Trustees, accreditation requirements as appropriate, and the rules, regulations and laws of state and federal agencies as they relate to the assigned area.

Responsible for creating an institutional environment that fosters support for reaching and serving the community and aligns goals of the DCCCD. Conducts needs analyses and develops/cultivates community partnerships to assess and/or address community educational needs. Responsible for developing and marketing educational services to adults or special populations. Works with college instructional and student services leaders to select, schedule, and offer programs and services.

Responsible for creating an institutional culture that values diversity and provides a safe environment for working and learning. Collaborate and sustain partnerships with local constituents and stakeholders within the community campus locality as well as those within the community college network. Serves as a member of the College President's Cabinet.

Markets all programs and services of the community campus, the College and the DCCCD. Works with other college constituents to ensure coordination of college-wide efforts to meet the vision, mission and goals of the College and DCCCD. Assists the college leadership in the recruitment and selection of academic and student services staff who may be assigned to the community campus. Recruits, selects and supervises administrative and support staff for the community campus.

Ability to communicate effectively with DCCCD staff and students, external agencies, and community organizations with diverse, multi-cultural backgrounds. Supervises approximately 5 to 8 direct/indirect employees. Develops and manages the budget for the community campus.

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.