



Job Description

Job Title: Exec District Director–Web Enterprise Support Services JTC: AQS

Salary Range: E08

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 leading all facets of an organization that includes formulation, administration and oversight of plans, policies, budget and regulations based on knowledge of District policies and procedures. Responsible for the management of staff and projects, and generates business plans to accomplish the goals, mission, and vision of the District and organization.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Responsible for the administrative management, strategic planning and execution of the operations of the organization with the ability to sustain the operational financial plan. Develop, review, analyze and implement operational procedures required to effectively manage the day-to-day operations and comply with District policies.

Adheres to high ethical standards with the ability to bring about strategic change, both within and outside the organization to meet organizational targets. The proficiency to lead people to achieve the organizational vision, mission, and goals and to provide an inclusive, diverse workplace that fosters the development of others, teamwork and supports constructive resolution of conflicts.

Establish cooperative working relationships with leaders, staff, internal and external stakeholders while maintaining transparency and accountability. Demonstrated ability to plan and manage organizational growth and balance multiple simultaneous projects. Must possess the ability to make independent decisions when circumstances are warranted.

Excellent detail orientation with time-management skills, including the ability to develop a comprehensive project plan and manage numerous tasks and deadlines. Capable of making decisions that produce high-quality results by applying technical knowledge, analyzing problems and calculating risks.

Excellence in organizational management, with the ability to coach staff, manage and develop high-performance teams, manage a budget and obtain operational targets using outcome measures.

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 plus five (5) years of related work experience including two (2) years of supervisory experience. Official transcripts are required. Must have valid driver's license to travel off site. Work hours may extend beyond the regular, Monday-Friday, 8:00 a.m.-5:00 p.m. workday, including weekends and holidays to provide immediate support due to system failures on a 24/7 basis. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for providing district-wide leadership in the use of web interfaces to advance the district's mission through delivery of browser-based data entry, processing and reporting services. Establishes and directs the strategic long-term goals, guidelines and procedures for online content. Determines the long-term systems requirements and hardware acquisitions to ensure resources are available. Stays current on related technological advances through professional development activities.

Ensures the web servers used to communicate with the ERP system are compliant with security standards to protect the integrity of student and staff data. Implements and maintains operations of the websites to ensure the district is ADA compliant and follows the current national security standards. Responsible for managing integration of application web servers with the District's enterprise resource planning servers and eCommerce systems.

Creates and maintains a work environment that promotes client service, teamwork, performance feedback, succession planning and encompasses the district's diversity commitment. Consults with clients, vendors, and technology partners to evaluate business opportunities related to technological infrastructure. Collaborates with IT Application team to strategize, analyze, plan and implement current and future projects and operations. Chairs numerous committees, providing information and guidance regarding changing guidelines and procedures.

Designs and leads ongoing development and testing with emerging web-based enterprise resource planning platforms and determines how new tools and technologies will integrate with existing systems and services. Leads departmental and cross-functional projects which require project planning, analysis, creating milestones, prioritization, project budget and management. Directs, plans, supervises, reviews and evaluates the activities of the staff including daily operations of the department, analyzing workflow, establishing priorities, developing standards and setting deadlines.

Conveys highly technical information regarding methods and procedures in a manner that enables the audience to understand, retain and utilize the knowledge presented. Utilizes excellent listening, oral and written communications skills to communicate with a diverse array of stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Responsible for supervising approximately 15 employees (directly/indirectly). Manages a budget of approximately \$1M.

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.