Job Description

Job Title: Senior Manager – Systemic Reporting   **JTC: CQC**

Salary Range: N06   **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
Provides guidance and leadership in the delivery of services based on functional area of focus ensuring that organizational/district initiatives are met.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
Demonstrates knowledge of policies and procedures that affect clients and/or employees, applying them fairly and consistently; ensures compliance with local, state and federal laws and regulations; and applies best practices that are in direct support of the overall vision, mission and goals of the organization and/or district. Is knowledgeable about and can clearly represent own area of responsibility, seeking new knowledge and tools to advance the objectives of the organization.

Cultivates alliances across internal and external boundaries in order to build and maintain strong working relationships. Acts as a trusted advisor, inspires confidence and model's integrity in decisions, communication and treatment of all individuals internal/external to the college community. Protects the privacy and confidentiality of employees, students and others. Creates a work environment that embraces and appreciates diversity. Enables employees and/or students to grow and succeed through positive feedback and instruction.

Maintains consistent and positive customer relations, responding to internal/external customer inquiries in an efficient and timely manner. Demonstrates an understanding of diversity and values differences. Promotes positive staff, customer and community relations by communicating organizational and departmental plans and priorities on a regular basis.

Able to gather, compile, and analyze data/information and prepare reports as requested. Detail oriented with the ability to manage multiple assignments and projects, create detailed actions plans, as well as the ability to adapt to changing priorities, deadlines and directions.

Clarifies and communicates performance expectations, objectives and roles, effectively transmitting ideas, instructions and information through clear, concise written and verbal communication. Makes decisions that are based on thorough analysis of issues and uses sound judgment. Must have strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituents in a diverse, multicultural college community. Must be able to provide excellent customer service.

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

Bachelor's degree or higher plus two (2) to four (4) years of related experience. Official transcripts are required. Special licenses or certifications such as registered nurses (RN), CPR, etc., will be required depending on the nature of the position. Must have valid driver's license if traveling to off-site locations. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Acts as team lead in identifying and creating systemic reports for the DCCCD network. Must have demonstrated knowledge and understanding of database design and data techniques including data extraction, reporting and analysis tools. Ability to recommend new or modified reporting methods to improve report content and completeness of information. Knowledgeable in the design and creation of custom web pages, ensuring that information is accessible, easy to understand and support business needs.

Ability to examine and evaluate current business reports to develop new or improve existing format(s) by reviewing basic characteristics, such as report flow, format, frequency, distribution and purpose or function of report. Develops data dictionaries for data warehouse to automate creation of data sets for report production. Assist in the design of web-based data collection projects for the various organizations/district.

Participates as a team member in a collaborative environment, actively contributing to the completion of team goals and assigned tasks. Collaborates with individuals requesting physical data or data to be posted to web to clarify content and purpose, making suggestions for improvement as necessary, using knowledge of workflow, operating procedures and retention schedules to formulate the creation of the information.

Ensures integrity of data, verifying information regarding data quality and completeness. Produces or assists in the production of data reports as requested by internal and external stakeholders including the development of State and/or federal reports on behalf of DCCCD. Assists in the development of data standards and procedures for use within the organization.

Must be able to clearly and accurately interpret and communicate information, ideas or instructions verbally and in writing. Promotes open communication in a manner that builds relationships among team members. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.
Performs other duties as required.

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
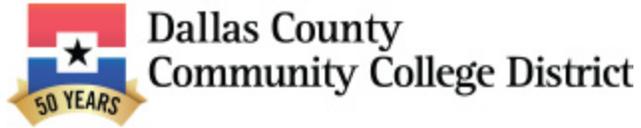
total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description.