

## Job Description

**Job Title: Project Manager – Small Business Innovation Cultivator JTC: CCM**

**Salary Range: N08**

**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

Project manager oversees the planning, development and implementation of a project(s) and prepares documentation/reports for leadership evaluation.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources. Identifies business strategies and incorporates goals and objectives that work towards the strategic direction of the District.

Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Conducts various needs assessments to determine organization and/or business needs; delivers specific organizational goals and assesses effectiveness of program to broaden and enhance client services. Must be able to work independently and in a team environment.

Ability to serve as a liaison for the district to identify internal and external entities suitable for project needs including governmental agencies, public and private business. Provides leadership to individuals or teams charged with the responsibility of accomplishing a variety of goals or tasks and serves as a facilitator for process improvement to meet business needs.

Strong human relations and collaboration building skills are a must. Ability to identify complex problems and review related information to develop and evaluate options and implement solutions. Interprets policies/procedures and issues appropriate directions for their implementation. Plans and administers the funds of the organization according to the approved budget.

The ability to listen to and understand information and ideas presented through spoken words and sentences. Advanced presentation, oral and written communication skills to be able represent the college community district and interact effectively with individuals from diverse backgrounds. Ability to provide exemplary 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 in related field plus five (5) years of work-related experience and two (2) years of supervisory experience. Valid driver's license for off-site travel. Official transcripts required.

\*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Ability to oversee and facilitate the design, operation and management of the Small Business Innovation Cultivator.

Ability to evaluate and make recommendations regarding other organizations desire to be housed in the Cultivator and develop operational/sustainability plans.

Knowledge and ability to serve as mediator, negotiator, service concierge and building manager for the tenants in the Cultivator.

Demonstrated working knowledge of the missions of the organizations housed in the Cultivator in order to meet their needs, interest and service delivery.

Takes the lead in applying new business directions, partnerships, policies or procedures. Supervises staff within the Small Business Innovation Center.

Responsible for the development and management of a three - four-million-dollar annual operational budget for the cultivator. 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 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.*