



Job Description

Job Title: Managing Director-Workforce Development

JTC: CCV

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

Responsible for directing the activities of a specific department or organization ensuring business goals and objectives meet the vision, mission and goals of the district.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge, skills and ability to manage the activities and productivity of a department or organization. Ability to think strategically and innovatively creating realistic plans and workflows. Ability to manage teams to achieve challenging deliverable objectives to meet the vision, mission and goals of the organization/district. Must be able to comply with district policies/procedures as well as applicable local, state and federal rules and regulations.

Must be able to implement new and/or improve existing processes that impact organizational performance and customer satisfaction. Ability to stay abreast of new trends and best practices in area of responsibility incorporating new facts and ideas into business processes; open to change and applies creative thinking to develop solutions based on new methods and technologies.

Ability to build and maintain collaborative work relationship with diverse, multicultural individuals internal/external to the organization. Ability to use independent judgement as well as the ability to work collaboratively in a team environment. Able to network with potential clients and/or stakeholders in order to acquire new and innovative business tactics and ideas. Ability to represent the organization to key stakeholders, the public and business partners.

Must have well developed skills in prioritizing, organization, decision-making and time management. Must be able to use appropriate managerial skills to provide staff with the tools, resources and materials necessary to meet the goals of the organization. Must be results oriented in addition to having strong business-development skills and the ability to interact with diverse, multicultural clients, stakeholders and constituents, both internal and external to the district.

Must be an effective communicator with outstanding interpersonal, written, verbal and presentation skills as well as excellent leadership and customer service skills, management experience and the ability to motivate employees.



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 five (5) years of work related experience. Official transcripts required. Must have valid driver's license. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, develops, implements, and evaluates workforce development programs, including apprenticeships, grant funded initiatives, etc., for employers and individuals seeking employment, education and training services through DCCCD's workforce development programs. This will include developing innovative business services strategies and providing education, vocational training and work readiness activities. Keeps up-to-date on trends, best practices and technological changes through professional development activities.

Oversees development of assessment methods, curriculum, competencies for completion, business fee for service packages and program evaluation methods. Provide leadership to staff, college departments, employers, workforce development agencies, government agencies, and community-based organizations in the development of program services to better serve job seekers and employers of workforce development programs. Ensures compliance with district policies and procedures.

Builds and maintains collaborative relationships with diverse business and industries, governmental agencies, community organizations and workforce development partners within the DCCCD community network to ensure quality and relevance to programs. Represents the district and its partner agencies to the community, business and industry. Promotes the programs by serving on task forces and committees within the college and the community.

Works directly with business, faculty, staff and partners to implement short and long-term goals. Schedules and assigns classes to serve the needs of students, partners and the community. Develops and manage appropriate evaluation and reporting processes to determine program success and effectiveness. Develops and implements the marketing of programs and activities of workforce development programs.

Uses excellent interpersonal, presentation, oral and written communication skills when interacting with diverse internal/external stakeholders and constituents within the DCCCD community network. Presents information that is clear, concise and understandable using various media formats. Supervise, mentor, coach and evaluate the performance of assigned employees. May supervisor two (2) or more full-time or full-time equivalent employees. Manages the program budget including developing budget proposals, justifying expenses, and monitoring expenditures of approximately \$1Million depending on nature of the program.



Must complete required DCCCD Professional Development training hours per academic year. Provides exemplary customer service. Performs other job 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.