

Job Description

Job Title: Managing Director- Organizational Change

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 are met.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Manages 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. Complies 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. Keeps up-to-date on 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 use independent judgement as well as the ability to work collaboratively in a team environment. Networks with potential clients and/or stakeholders to acquire new and innovative business tactics and ideas. Represents the organization to key stakeholders, the public and business partners.

Must have well developed skills in prioritizing, organization, decision making and time management. Provides 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 and/stakeholders, 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 in related field plus five (5) years of work-related experience and two (2) years of supervisory experience. Official transcripts required. Must have valid driver's license for off-site travel. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides transition services while integrating change management procedures and tasks into project plans. Develop and apply a structured change management approach and methodology for supporting the labor and management components of project and process improvement activities. Create and manage measurement systems to track adoption, utilization and proficiency of individual changes.

Cultivate change management strategies based on situational awareness of the details of projects and groups impacted by the changes. Assists with the execution of plans by employee facing managers and DCCCD leaders. Be an active and visible coach to executive leaders who are the "change sponsors". Provide direct support and coaching to front line managers and staff to aid in the process of transition brought upon by major project initiatives.

Collaborate with project teams to integrate change management activities into the overall project plan. Conduct strengths, weakness, opportunities and threats (SWOT) analysis, readiness assessments, evaluate the results and present finding in a logical and easy understandable manner. Develop a set of actionable and targeted change management plans including communication plans, sponsor roadmaps, coaching plans, training plans and resistance management plans.

Identify potential risks and anticipated points of resistance and develop specific plans to mitigate or address the concerns. Identify resistance and performance gaps and work to develop and implement corrective actions. Create and enable enforcement mechanisms and celebrations of success. Allocate project budget appropriately and efficiently within assigned budget.

Extensive experience in leading the process of ongoing strategic planning. Strong time management skills, self-motivated and goal oriented with high ethics. Demonstrated verbal and written communication skills to support and enhance effective interaction between DCCCD and other organizations, and stakeholders from diverse backgrounds. 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.