



Job Description

Job Title: Principal Project Manager – Advanced Mfg. Center

JTC: CTA

Salary Range: N10

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 complex, large scale, high risk, strategic projects that span organizational boundaries including multiple business units and service partners/vendors. Responsible for project leadership, planning, execution, control, financial responsibility and post-project review.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge and experience in the project management processes including planning tasks, resource allocations, risk management, time management, financial management, quality management, monitoring and reporting, documenting and record keeping. Knowledge of the strategic and operational issues of project management.

The ability to proactively identify changes in work scope and ensure appropriate planning measures are taken with internal and external stakeholders to reassess and amend the scope of work requirements, budget and timeline. Experience evaluating strategic options and alternatives for delivering or offering services in a more efficient or cost-effective manner.

Builds customer relationships with internal and external constituents of diverse ethnicity and creates a diverse environment. Strong leadership, organizational and interpersonal skills with the ability to work well with people from different disciplines and varying degrees of experience.

Demonstrated experience in managing issues, scope and quality while bringing projects to successful completion. Adaptability and flexibility to manage deadline pressure, ambiguity and change. The skills to align and incorporate the organizational goals with the vision, mission and goals of the District.

Advanced knowledge of various software applications and multiple technologies to create documents reports and/or graphics.

Ability to train and mentor project managers or teams in project management methodologies. Experience and advanced skills utilizing MS Excel and MS project software. Strong writing, mentoring, decision making, communication, and presentation skills; ability to utilize a combination of formal authority and persuasion skill sets. Cultural awareness and experience working across different cultures and in community college.

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 seven (7) years of related work experience. Must have 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

Responsible for the development and implementation of advanced manufacturing training programs and documents for incumbents and entry-level workers in collaboration with DCCCD colleges, advanced manufacturing employers, and suppliers of advanced manufacturing equipment. Identifies the space and equipment required to meet training needs of students, workers, and the underemployed sector.

Represent DCCCD on National Boards and committees correlated to Advanced Manufacturing and Workforce as it relates to occupations and opportunities. Works in collaboration with utility companies and regulatory agencies to ensure all safety, environmental and industry standards are met in each center. Collaborate with internal/external constituents to overcome systemic barriers resulting in solutions to train workforce and initiate economic development.

Partners with vendors and Original Equipment Manufacture's (OEM's) to solicit equipment and curriculum donations and sustain partnerships to offer industry-recognized credentials and certificates for competency-based training and education. Consults with local/national partners to balance costs of investments in contracting with vendors; and identifies the risks and rewards in terms of return on investment.

Lead projects and point-of-contact for assigned and unassigned tasks and projects that benefits the organization and district. Continuous research identifying appropriate physical space and administrative buy-in to create additional technology Centers. Follow new trend, technologies and equipment which will benefit student learning experience and opportunities for employment and/or advancement.

Review contracts and agreements related to the operation of the department. Must complete required DCCCD Professional Development training hours per academic year. Provides excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other job 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 position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description.