



Job Description

Job Title: Director of Corporate & Community Relations

JTC: ACW

Salary Range: E02

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 locating, evaluating, securing, implementing, and processing training services and programs, both credit and non-credit, to meet the needs of the workforce. Manages budgets and oversees vocational grant funds. Serves as a member of the community, corporate, and economic development outreach team of the college.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

An in-depth understanding of the mission, goals and strategic priorities of the DCCCD, as well as local community partners engaged in partnerships with the district. Capable of analyzing and evaluating instructional programs to meet the future needs of the students, community and employer requirements, making recommendations to change and upgrade existing programs.

The ability to undertake special projects and completes them on time, utilizing the budget and solving problems as they are related. Demonstrated experience with academic planning, time management, and program development skills.

Expected to exemplify accountability and leadership and to provide a positive public image focused on maintaining a positive relationship with the community. Demonstrated effective collaboration skills working with internal and external partners, including community leaders and organizations.

Makes clear, consistent, transparent decisions, acts with integrity, distinguishes relevant from irrelevant and make timely decisions in accordance with regulations, policies and procedures. Strong research, organizational and time management skills with attention to detail.

Ability to utilize computer technology to access data, maintain records, generate reports. Strong interpersonal and presentation skills, including tact and diplomacy. Communication skills to supervise varying levels of employees, interact with DCCCD staff, funding agency officials, and business/industry/community leaders from diverse backgrounds. Must have excellent customer service skills.

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

Master's degree or higher plus two (2) years' experience in a post-secondary continuing education environment, including supervision. . Must have current driver's license for offsite 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

Performs research to determine the training needs of state agencies and local business chambers of commerce. Acts as liaison with state and federal agency leaders and staff members to identify specific agency regulations and procedures.

Serves as a resource to identify alternative sources of workforce funding for Texas community colleges. Responsible for identifying data, analyzing findings and summarizing recommendations to college administrators.

Responsible for the accuracy, completeness and timely submission of board-related financial agenda items and reports to federal, state and local funding agencies. Assists in developing and monitoring departmental budgets and contracts for Continuing Education and Corporate Services.

Insures compliance with federal and state vocational grant program guidelines. Selects, trains and evaluates staff.

Develops documents to communicate such requirements to community college administrators. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent interpersonal, presentation, verbal and written communication skills in order to interact with individuals from diverse backgrounds 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.