



Job Description

Job Title: Sustainability Program Director II

JTC: AKK

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 providing leadership for effective college sustainability initiatives, activities, programs and community outreach. Provides administrative support and oversight for work with all college constituencies to strengthen and expand sustainability practices and programs in keeping with the district's mission.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated ability to successfully create new projects within a campus setting, understanding how to institutionalize new sustainability efforts and develop programs that advance the campus and district objectives and mission. The ability to lead the effort to create a sustainability vision for the district and develop business cases to address sustainability matters.

Critical thinking and complex problem-solving skills to build solutions to address and manage complex projects and assignments. Exhibits creativity to think of ways to make the campuses and locations more sustainable. Experience implementing and guiding strategic, executive level sustainability programs and initiatives.

Strong collaboration skills to interact with internal groups to develop a coordinated sustainability plan. Ability to create sustainability principles into short and long-range business planning, capital planning and operations planning. Ability to work with divergent views and foster collaborations across diverse constituencies.

Exhibited ability to secure and leverage senior level commitment and support for integrating sustainable development, into core processes and decision-making. Demonstrated ability to manage multiple tasks and assess priorities effectively. Experience in change management techniques and implementation.

Ability to prepare written reports and presentations clearly and concisely. Excellent interpersonal and communication skills to effectively interact tactfully and diplomatically with all segments of the campus and community. 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 and two years of experience in sustainability, sustainable urban design, green initiatives, environmental pollution prevention programs or relevant areas. 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

Develops, plans, and coordinates the implementation of college-wide and community-focused sustainability initiatives. Leads the formation of the college's long-term sustainability vision, mission and operating principles. Provides leadership to the campus for activities related to sustainability practices and acts as an organizational strategist to achieve sustainability goals and requirements.

Coordinates completion of college sustainability plans, reports, inventories and assessments; monitors and communicates progress of goal attainment. Participates and provides leadership for local events including conferences, local meetings and symposia.

Foster a rigorous, respectful, collaborative working culture, with effective communication and outreach. Serves as a sustainability resource to college and community. Interacts with counterparts at District locations and serves as campus point person for system-wide sustainability efforts.

Recommends and manages approved budget. Leads the development and implementation of location and district policies and procedures utilizing discretion and independent judgment. Measures and monitors progress against defined strategies, objectives, and performance goals.

Serves as the primary contact and content expert for sustainability, monitoring emerging trends, programs, and issues and communicating and educating others on sustainability effectiveness. Collaborates with college resource development officer to seek and administer grants to support sustainability initiatives.

Foster a culture of sustainability through ongoing communications and education. Promotes college sustainability programming through various methods including written materials, social media, presentations and networking. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent interpersonal, presentation, verbal and written communication skills 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.