



## GJob Description

**Job Title: Manager – Special Events and Programs**

**JTC: CQB**

**Salary Range: N05**

**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 assisting with the day-to-day functions of a segment of work, a sub-section of an organization, or a functional area within an organization.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Responsible for assisting with the planning, direction or oversight of a business unit, division, department, or an operating unit within an organization with or without reporting staff. Plans and maintains work systems, procedures, and policies that enable and encourage the optimum performance of its people and other resources within the organization.

Assists in the establishment and implementation of efficient administrative policies, programs and procedures; develop strategic goals and objectives for area(s) of responsibility in conjunction with strategic direction, mission and goals of business unit or organization.

Demonstrated ability to work effectively with both internal and external groups with a cultural, racial and ethnically diverse background; strong commitment to world-class customer service.

Recognize emerging trends in area(s) of expertise and prepare for changes that may occur as a result of these trends. Ability to multi-task and/or lead projects to ensure they are completed within timeframe and budget.

Manages the preparation and maintenance of reports necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment.

### 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 one (1) to two (2) years of related experience **or** Associates degree plus three (3) to four (4) years of related experience. Official transcripts are 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 oversight and execution of highly visible, strategic events targeted at audiences including the campus community (faculty, staff, and students); prospective students and their families; alumni, donors, friends and volunteers; local business and community leaders.

Collaborates effectively with stakeholders on development of events, performs detailed research and provides status reports. Identify problem areas which may arise when planning large-scale events and utilizes research and experience to develop solutions. Acts as a community liaison for events, develops and executes presentations and conducts outreach activities to a variety of organizations, both public and private. Must be proficient in assessing and analyzing district guidelines to effectively make recommendations for the best course of action when designing outreach programs.

Develop and maintain constructive and cooperative working relationships with individuals of diverse backgrounds, both internally/externally, within and outside of organization, with representatives of community, consumer, employee and public interest groups in order to meet business needs.

Ability to manage multiple projects independently, quickly adapt to changes in direction and collaborate effectively with constituents and stakeholders when planning, designing and/or producing events. Coordinates and monitors project(s) delivery and event(s) timelines ensuring deadlines and budgets are met. Initiates, coordinates and/or participates in all efforts to publicize event(s).

Must have excellent time management, written, verbal and interpersonal skills as well as strong organizational skills to successfully plan events, identify resources, establish and implement action plan(s). Utilizes multiple means of communications, adapting as necessary based on target audience.

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.*