



Job Description

Job Title: Manager – Community Outreach

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

Responsibilities include the support, collaboration, and active participation with various K-8th grade schools, businesses, and community-based organizations. Manages a number of functions and programs to provide resources for students and the Dallas County Area. Identifies opportunities to maximize community engagement and maintain a positive effective relationship between the college and a diverse community.

Responsible for external room reservations and serves as the point of contact. This includes reviewing agendas of the campus facility and submitting documentation for contract review. Ensures that certificates of liability and certificate of insurance are submitted. Represents the College and District to the community and ensures that District policies and procedures are being followed. Ensures the college is responsive to the community needs and foresees upcoming educational resources that are required.

Creates a solid working relationship working closely with college entities particularly Deans, faculty, students, Financial Aid, and recruitment offices to accomplish the mission, vision, and goals of the organization. Identifies problems by gauging community resources across the service area by performing research, reviews data, identifies areas of need and works with community stakeholders to fill the gaps. Responsible for community tours, workshops and partnership introductions that benefit the DCCCD.

Proven leader with outstanding people management, project management and organizational skills and experience in handling strategic issues as well as evidence of strong interpersonal skills. Demonstrated ability to make decisions confidently and wisely, after adequately considering various available courses of actions.

Confidently communicates to community groups, elected officials, colleges and District employees. Must have excellent oral, listening and writing skills in order to effectively share information with community stakeholders, students, faculty, staff, and administrators. Strong knowledge and experience providing effective customer service.

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.