

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION

**JOB TITLE:** Director of Community Programs

**DATE PREPARED:** Fall 2000

**DATE REVISED:** Spring 2009; Summer 2012; Spring 2015; Fall 2016

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**GENERAL SUMMARY:**

Responsible for the creation of special educational opportunities designed to attract specific populations such as senior citizens, youth, etc. Programs may be credit, non-credit or continuing education.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Establishes contact with community agencies and organizations to determine needs of identified populations which may be underserved by the college.
- Works closely with other college entities, particularly with Continuing Education, academic deans, and the admissions office in the creation and delivery of programs designed to meet identified needs of special populations.
- Creates volunteer programs to help in meeting needs of special, underserved, identified populations in the college serve areas.
- Conducts “best practices” visits to other higher education institutions to determine what might best be duplicated at the college.
- Works with area universities in order to ensure continuity with any programs they may have regarding the same specialized populations.
- Identifies and assist in the writing of grants related to the mission of serving specialized populations.
- Responsible for budget development and maintenance.
- Performs related duties as assigned.

**REPORTING RELATIONSHIP:**

First level supervisor is the Vice President or designate; second level supervisor is the College President.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Bachelor’s degree or higher and two years of experience in working with community agencies, governments, and/or organizations related to underserved populations (senior citizens, youth, etc.) **or** Associate’s degree plus four years of experience in working with community agencies, governments, and/or organizations related to underserved population (senior citizens, youth, etc.). Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others. Requires demonstrated oral and written communication skills to interact with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

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ccp; 07/20/00; revised: 04/2009-ccp  
revised: 08/2012 – emm  
revised: 04/2015 – emm  
revised: 12/2016 - emm