

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Project Leader
DATE PREPARED: April 1995
DATE REVISED: Spring 2009; Summer 2012; Spring 2015; Spring 2017

GENERAL SUMMARY:

Responsible for designing, programming and administering a combination of training programs. Supervise a wide variety of staff, internal and external providers, assigned to the project.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Duties and responsibilities contained herein should not be considered a comprehensive list of expected performance tasks.

- Responsible for overseeing the delivery of training programs to a varied clientele, in a specific time frame and measured by pre-defined contractual goals.
- Evaluates project requests; prioritize and assigns tasks.
- Monitors development of training materials; and evaluates recruitment, selection and placement activities.
- Maintains contact with external providers to achieve desired results.
- Documents project activities and prepares reports related to funding agency requirements, recruitment and placement.
- Selects, trains and evaluates assigned personnel.
- Administers the grant budget on a daily basis and confers with supervisor as necessary.
- Performs other related duties, as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Works with light material requiring little physical effort.

MINIMUM EDUCATIONAL/SKILL REQUIREMENT:

Master's degree or higher and three years' experience in workforce training programs or a grant environment, including supervision **or** Bachelor's degree and five years' experience in workforce training programs or a grant environment, including supervision **or** Associates degree and ten years of experience in workforce training programs or grant environment, including supervision. Ability to utilize computer technology to access data, generate reports and communicate with others.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENT: -continued

Demonstrate oral and written communication skills to interact with varying levels of industry/agency contacts and employees of the DCCCD. 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. ***

revised: 04/2009 – adhoc - msv
revised: 07/2012 – emm
revised: 08/2012 – emm
revised: 04/2015 –
emm revised: 1/2017 -
emm
ADA/tmm 04.16.19