DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

JOB TITLE: **Senior Program Development Specialist**

DATE PREPARED: **April 1995**

DATE REVISED: **Fall 1998; Fall 2003; Fall 2005; Fall 2008; Fall 2009;**
                          Summer 2012; Summer 2013; Spring 2017

GENERAL SUMMARY:
Responsible for designing, programming and administering a credit or non-credit training or educational programs focused in a specific area as assigned that are offered either at a specific campus/location, off-site, and/or at a specific company location.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
- Responsible for overseeing the delivery of an assigned training program to a targeted clientele, in a specific time frame and measured by pre-defined contractual goals.

- Assesses training needs, evaluates project requests; prioritizes and assigns tasks. Develops and implements activities based on needs assessment results.

- Monitors development of training materials; and evaluates recruitment, selection and placement activities in a specified area.

- Responsible for the coordination, identification, development, scheduling, promotion and evaluation of credit/non-credit courses.

- Documents project activities and prepare related reports to funding agencies, companies, and district departments as required.

- Administers assigned budget(s) (grant/non-grant) on a daily basis and confers with supervisor as necessary.

- Assist in the identification of necessary equipment, instructional materials and supplies for courses/programs.

- Supervision: Responsible for selection, training, coaching, evaluation and development of assigned staff.

- Performs 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:
Bachelor's degree or higher plus four years' experience in workforce training/grant programs, program development, or proven and verifiable work experience related to program area, **or** Associate's degree plus six years of progressively responsible experience in workforce training/grant programs, program development**,** or proven and verifiable work experience related to program area. Must have one year of supervisory experience. Advanced ability to utilize computer technology to access data, generate reports and communicate with others. Strong oral and written communication skills to interact with varying levels of industry/agency contacts and individuals from diverse backgrounds. Strong knowledge and experience in 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. ***