

Job Description

Job Title: Project Manager I

JTC: TPE

Salary Range: N07

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

Acts as the team leader in overseeing one or more projects. Responsible for the overall planning, management and completion and implementation of IT projects and programs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience and knowledge of both theoretical and practical aspects of project management, techniques and tools. Ability to perform highly critical and/or complex analyses and design. Knowledge of Datatel programming tools and programming environment.

Ability to assess programming implications and anticipate related programming needs. Capable of critical thinking, problem solving as well as strategic planning and time management skills.

Ability to lead project teams and build professional working relationships in a diverse environment. Demonstrated knowledge of the interaction between UNIX and computers. Knowledge of the principles of local area networks and ability to integrate into existing UNIX and computer applications.

Ability to multi-task and manage various project elements simultaneously, with attention detail and conflict resolution skills. Demonstrated experience tracking project deliverables and managing project resource allocation.

Proven communication skills presenting reports on the progress of the project with all stakeholders. Ability to communicate effectively with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service.

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 three years of experience in systems analysis and/or programming or project management. Prior supervisory experience required. Official transcripts/certifications are required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Conducts detailed analysis of project requests; defines scope of project; assigns tasks to programmer/analysts; establishes measurable time segments; and monitors project to completion. Responsible for defining system requirements, designing, programming, and installing assigned administrative/educational systems.

Assembles project teams, assigns individual responsibilities, and develops project schedules. Work under general supervision, with moderate latitude for the use of initiative and independent judgment.

Programs advanced, or complex tasks associated with project assignments; performs emergency corrections as required. Keeps management abreast of project status and/or problems. Confers with supervisor regarding standards and procedures.

Plans and coordinates implementation of projects with operations and/or the Colleague Systems Administrator. Provides problem solving and analysis of advanced complexity for assigned area. Writes, tests, and documents programs; acts as technical resource to trainers.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other job 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.