



Job Description

Job Title: Managing Director- Catalog Development and Publishing JTC: CCV

Salary Range: N08

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 directing the activities of a specific department or organization ensuring business goals and objectives are met.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Manages the activities and productivity of a department or organization. Ability to think strategically and innovatively creating realistic plans and workflows. Ability to manage teams to achieve challenging deliverable objectives to meet the vision, mission and goals of the organization/district. Complies with district policies/procedures as well as applicable local, state and federal rules and regulations.

Must be able to implement new and/or improve existing processes that impact organizational performance and customer satisfaction. Keeps up-to-date on trends and best practices in area of responsibility incorporating new facts and ideas into business processes; open to change and applies creative thinking to develop solutions based on new methods and technologies.

Ability to use independent judgement as well as the ability to work collaboratively in a team environment. Networks with potential clients and/or stakeholders in order to acquire new and innovative business tactics and ideas. Represents the organization to key stakeholders, the public and business partners.

Must have well developed skills in prioritizing, organization, decision making and time management. Provides staff with the tools, resources and materials necessary to meet the goals of the organization.

Must be results oriented in addition to having strong business-development skills and the ability to interact with diverse, multicultural clients and/stakeholders, both internal and external to the district.

Must be an effective communicator with outstanding interpersonal, written, verbal and presentation skills as well as excellent leadership and customer service skills, management experience and the ability to motivate employees.

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 in related field plus five (5) years of work-related experience and two (2) years of supervisory experience transcripts required. Must have valid driver's license to travel to campuses. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manage and direct the daily activities of the Online Catalog Publishing Team (OCPT) responsible for the development, design, publication, maintenance and retention of online curriculum catalogs district-wide. Create and publish curriculum training guides and online surveys. Maintain historical records of curriculum catalogs and adhere to the district's retention schedule. Administer and/or manage websites/web pages for Educational Policy, SharePoint and/or other websites, as required, to facilitate the curriculum process. Provides employees access to myPortal and other informational websites. Assists and/or oversees websites for major curriculum symposiums, workshops and training events.

Develop action plans and timelines, write code/logic and provides technical solutions for online catalog production ensuring that content is accurate and delivered in a timely manner to meet prescribe deadlines for catalog publication. Ensures catalog repositories include accurate information prior to college registration. Design technology solutions and manage processes for District Financial Aid in order to fulfill Department of Education (DOE) requirements.

Lead and/or serve on various councils and committees within the DCCCD network community, collaborating with diverse, multicultural constituents and stakeholders, regarding the content of the curriculum catalogs and/or processes to ensure positive outcomes and that stakeholders needs are met. Serves as a communication editor for Guided Pathways to Success. Develop and maintain working relationship with external universities and community colleges to ascertain best practices in producing curriculum catalogs.

Leads team in streamlining processes to create a more expedient workflow, adapts readily to change in work priorities and organizational needs. Evaluates staff performance and promotes professional growth that yields positive results and is supportive of the districts strategic priorities.

Works in a highly collaborative environment, creating hands-on solutions toward the achievement of departmental goals. Provides support and guidance to staff and stakeholders regarding new initiatives, ensuring adherence the Southern Association of Colleges and School Commission on Colleges (SACSCOC) and the Texas Higher Education Coordinating Board (THECB) requirements. 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.

Supervises two (2) or more full-time or full-time equivalent employees.

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.