



Job Description

Job Title: Senior Managing Director – Business Services

JTC: CQV

Salary Range: N09

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 overseeing and providing directive to projects and assignments of the organization and to ensure that the quality of work meets objectives and provides value to the organization. Provides leadership in the growth of the vision, goal and mission of the DCCCD.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experienced professional who understands how to navigate the organization, gain alignment and provide strategic direction to meet the goals of the organization. High degree of integrity, initiative and results driven. Exceptional leadership skills; contributes to drive business strategy through team motivation, mentoring and management of diverse teams to drive integration.

Excellent influencing skills, with the ability to identify, analyze and drive problems to resolution and handle complex issues simultaneously. Strong project management skills with the proven ability to set vision for an ambitious initiative and execute on the vision. Demonstrated ability to identify opportunities for improvement and implement resolutions.

Ability to build and expand trusting relationships and partnerships both internally and externally. Strong general management background including familiarity with policies related to management, set priorities establish new work and work on simultaneous projects and assignments. Establishes strong cross functional affiliations and leads business collaboratively with peers.

Demonstrates good judgment and applies best practices. Well organized and resourceful; effective and efficient at marshalling multiple resources to get tasks accomplished and foresees and plans around obstacles. Demonstrated commitment to appropriate decisions in a timely manner. Ensures that decisions are made based on policies, rules and organizational directives and solving emerging problems.

Proficient in the use of applicable technology and software required to complete assigned duties. Demonstrated ability to communicate verbally and in writing throughout all levels of DCCCD and with constituents both internal and external. Excellent customer service skills.

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 six (6) years of work-related experience. Official transcripts required. Must have valid driver's license for off-site travel. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the integrity of the district's business operations and financial reporting. Monitors and controls expenditures within established guidelines for the district and college services. Manages banking administration needs for the district and ensures compliance with the state and federal regulations governing the investment of public funds that are conforming with Public Funds Investment Act of Texas and the district investment policy.

Provides leadership to the cost center managers on the development of the annual operating budgets for the District Office, District Service Center, LeCroy, and Bill J. Priest. Serve as the Business Affairs resource in identifying and developing on-going improvements to the district's budget processes and guidelines. Analyzes revenue projections and make recommendations based upon history and trends.

Collaborates with leadership and key stakeholders on the development of the district's annual operating budget for the colleges. Manages contract formulation and execution of the payment process for vendors in support of the district's construction-in-process project and other significant projects. Oversees the budget administration and reconciliation of facility improvement projects.

Performs analysis and prepare reports as required by state and local government agencies as required for, but not limited to salary and emoluments, administrative accountability and annual budget. Generates reports and presentations of complex financial models in understandable terms and concepts as required by district leadership and the Board of Trustees.

Supervises diverse staff responsible for financial analysis and payment transactions, record keeping and report preparation and reconciliation. Stays current with new or changing laws and regulations and with best practices through professional development activities. Provides excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Supervises two or more full time employees and manages a budget of 370M+.

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.