



Job Description

**Job Title: Senior Managing Director-Workforce
Development & Apprenticeship Projects**
Salary Range: N09

JTC: CQV
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 planning and directing the work of a group of individuals within assigned area of responsibility. Ensures clarity around priorities and goals for functional area. Provides leadership in the growth of the vision, mission and goals of the DCCCD.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Excellent project management, group facilitation, and technical skills, with an ability to prioritize tasks and deliver quality products within agreed upon timeframes, with limited supervision. Demonstrated ability to research (qualitative and quantitative), analyze, synthesize, and communicate complex workforce topics to experts/non-experts in a variety of formats (e.g. toolkits, reports, graphic displays, presentations, etc.). Ability to keep current on trends and best practices related to assigned area of responsibility.

Ability 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. Excellent influencing skills, with the ability to identify, analyze and drive problems to resolution. Able to multitask and handle complex issues simultaneously. Demonstrated ability to identify opportunities for improvement and implement resolutions.

Exceptional leadership skills; contributes to drive business strategy through mentoring, management and motivation of diverse teams. Exceptional ability to build and maintain collaborative working relationships with internal and external stakeholders and constituents. Establishes strong cross-functional affiliations and leads business collaboratively with peers.

Must be a self-starter, quick learner, problem solver, and highly motivated and able to work in a fast-paced, change-oriented environment. Ability to exercise good judgment and escalate critical issues and sensitive matters as necessary. Demonstrates good judgment and applies best practices. Well organized and resourceful; effective and efficient at marshalling multiple resources to get tasks accomplished; foresees and plans around obstacles.

Proficient in the use of applicable technology and software required to complete assigned duties. Outstanding written and verbal communication skills, with a proven ability to communicate effectively with a range of audiences. Ability to provide exemplary 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. Occasionally may be required to lift and carry materials weighing up to 30 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree plus six (6) years of work related experience. Official transcripts will be required. Must have a current and valid Texas driver's license ****Will be subject to a criminal background. Some positions may be subject to a fingerprint test.* ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the leadership, overall planning, management, completion and implementation of large complex and high priority workforce development and apprenticeship projects working toward reducing inequity and employment barriers for learners by increasing access to quality work-based learning (WBL) opportunities, from job shadows to apprenticeships. Ensures compliance with district policies and procedures to ensure proper administration of activities. Maintains strong professional knowledge of legislative issues, industry trends and marketplace issues in order to support constituents.

Assist in the identification of new workforce education/apprenticeship initiatives and review program performance on a regular basis. Anticipate client training needs by identifying client and industry trends to determine future training needs within specific and assigned industry clusters. Contributes to related efforts to grow and diversify the Workforce Development Team's portfolio and geographic reach. Disseminate existing and develop new resources that highlight best practices in workforce development in expanded learning and/or related fields.

Responsible for developing, maintaining and strengthening partnerships with diverse business, industry and community partners within the DCCCD network community. Develops and maintains strong relationships with the project team throughout the design, development, testing and implementation phases of projects. Comfortable with public speaking, leading groups of participants on project sites, and working in a team environment. Attends and participates in community meetings, chamber of commerce meetings, and corporate functions to raise awareness of DCCCD's workforce education offerings.

Responsible for helping to shape and lead day-to-day implementation of new initiatives to formulate and implement workforce development strategies that will strengthen the talent pipeline that fuels expanded learning programs. Designs strategies, facilitates partnerships, and provides technology tools and support services to help public education and workforce systems better respond to employers' immediate and long-term talent development needs. Collect, compile and prepare data for mandated proposals, reports and grants.

Assist in operational budgeting activities, including the monthly monitoring of basic budget expenditures and making recommendations for future budgetary changes. Utilizes excellent interpersonal, listening, oral and written communication skills in order to communicate effectively with a diverse array of internal/external stakeholders and constituents within the DCCCD community network. Supervise,



mentor, coach and evaluate the performance of assigned employees. Supervises approximately 6+ employees and manages a budget of approximately \$4M.

Must complete required DCCCD Professional Development training hours per academic year. Provides exemplary customer service. 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.