



Job Description

Job Title: Sr. Executive Director – Process Improvements and Projects

JTC: AQN

Salary Range: E10

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 the successful leadership and management of the organization according to the strategic direction set by the District. Provides executive leadership, vision, strategic planning and expertise in the assigned area of responsibility and for promoting operational improvements.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience in short- and long-term objectives, strategic planning, operating procedures and compliance of District policies. Ensures that the vision and values are translated into day-to-day activities and behaviors for employees at all levels of the organization, guides and motivates others to take actions that support the District. In-depth knowledge of corporate governance principles and managerial best practices.

The ability to analyze policy proposals, legislation and regulations and convey findings to clients and key stakeholders. Create complete business plans for the attainment of goals and objectives. Excellent organizational development, personnel management, interpersonal, marketing communication and administration skills. Ability to create a climate of inclusiveness to promote understanding and respect for diversity.

The ability to build and maintain relations of trust and integrity with shareholders, partners, and external constituents. Advises and responds to questions from a diverse, multicultural college community and external stakeholders regarding issues or policies impacting programs and/or services related to the area of responsibility. Participates on various committees and projects that involve extensive cooperation between multiple departments across the district or with external constituents.

Leads an efficient and effective organizational operation according to best practices, ethical guidelines and fiduciary requirements. Ability to maximize people and the resources that are available to improve processes and move the business forward. Assess problem situations to identify cause, gather and process relevant information, generate possible solutions and make recommendations.

Knowledge of budgeting principles and practices; strategic management principles and practices; and higher education administration. Excellent communication skills, written, oral, listening and public speaking ability with a diverse audience. 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

Master's degree in related field plus five (5) years of related work experience. Completion of, or progress towards Project Management or Lean Six Sigma Master Black Belt Certification. Must have valid driver's license. Official transcripts and certifications required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Drives continuous process improvement associated to a wide range of business and student services, methodology and project processes to reduce cost, improve quality and service levels for the clients (internal and external). Analyzes processes, identifies areas of opportunity, defines projects to improve performance and drives those projects to completion.

Creates standard operating procedures for the office of Process Improvement and Projects, establishing documentation and procedures for project charter creation, project prioritization, resource allocations, task management, project report management, change management and process improvement procedures.

Collaborates and oversees a team of project management professionals that lead and direct planning, execution, controlling, reporting and communication of complex and unique projects across an array of functional activities. Provides key transformational initiatives and is expected to pose effective and efficient ways of thinking and acting into the DCCCD culture.

Directs and oversees the governance framework and reporting for project delivery and business needs. Ensures activities are compliant with governance. Selects, approves, and/or recommends project management tools. Regularly reports the status of process improvement efforts and impacts, through an internal website utilizing key performance indicators and status dashboards.

Collaborates on the design of the information technology infrastructure required to support a District process improvement system. Ensures needed data is collected on a timely basis, regular reports on progress are distributed, and makes recommendations for future improvements based on the data.

Accountable for the development and achievement of annual project budgets. Supervises the Project Managers and Process Improvement staff, and other district personnel during the role as a Project Manager. Must have strong interpersonal, presentation, oral and written communication skills to interact effectively with a diverse, multi-cultural DCCCD community network.

Supervises two (2) or more direct reports; indirect of supervision project improvement staff.
Budget responsibilities-based project(s).



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.