



## Job Description

**Job Title: Vice President, Planning & Development**

**JTC: ABS**

**Salary Range: E09**

**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 diverse programs related to institutional planning and development and non-instructional administration. Programs vary by location, but includes activities related to institutional planning and development through research, resource development, planning, staff development, effectiveness, public relations, marketing and developing.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Experience enhancing the college's relationship with external customers; state and federal reporting requirements; state and regional accreditation requirements; workforce development and business and industry services. Knowledge of district policies and ensures compliance.

Well development management and supervisory skills that provide leadership and direction to the key areas of administrative oversight. Accomplished leader of the highest integrity who embraces positive change and works with colleagues in a spirit of partnership and transparency.

Strong collaborative interpersonal skills and the ability to build positive and effective relationships and teams across the campus. Exhibits strong organizational and time management skills with attention to detail and the ability to work independently and prioritize workload.

Strategic thinker with a demonstrated ability to develop options to address the colleges needs, solve problems and make important decisions.

Demonstrated commitment to diversity, equity and inclusion. Strong interpersonal, public speaking and writing skills to interact with individuals from multi-cultural 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

Master's degree or higher and four (4) years of related experience as an administrator, plus demonstrated experience in a significant combination of the areas of responsibility described in this job



description, including supervision. Official transcripts are required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, organizes, evaluates, and oversees activities designed to develop and meet strategies and action plans to support and contribute to the achievement of institutional goals and objectives in assigned program areas. Formulates policies, procedures and objectives.

Interprets and assures compliance with policies and procedures of the college, the DCCCD and regulations of state and federal government.

Responsible for the services provided by several college administration work groups, includes but not limited to, public information, workforce training, etc. Recruits, selects, trains and evaluates assigned staff. Coordinates and monitors assigned budgets.

Provides direction to the college administration in activities related to institutional research, planning, effectiveness, public relations/marketing, strategic planning, corporate services, leadership, resource development, etc. Assists the college President in developing and maintaining relationships with appropriate government agencies and personnel in support of DCCCD governmental and legislative activities.

Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participates in internal and external meetings and seminars. Must have excellent listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Supervises two or more full-time 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.*