



Job Description

Job Title: District Director Financial Service/Comptroller

JTC: AJ4

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 overall administration, management and leadership of assigned areas, achieving organizational goals through collaboration and strategic planning. Requires broad and comprehensive experience, skills and thorough knowledge of organizational policies and practices to achieve organizational goals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Coach, evaluate, mentor, develop, and motivate staff. Ensures that employees have the support and tools needed to meet current and long-term departmental and organizational needs. Strong knowledge and experience providing excellent 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 in related field plus six (6) years of senior management experience. Must have valid driver's license. 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

Excellent spoken and written communications skills to interact with individuals from diverse backgrounds. Must have experience working with different cultures with the ability to create a level of trust. 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 and manages a budget of approximately \$1M.

Performs other duties as assigned.



Dallas County Community College District

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.