



Job Description

Job Title: Associate Chief – Business Affairs

JTC: ARE

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

Performs highly advanced administrative work, providing direction and leadership in strategic operations, planning and implementation to meet the goals of the department and District. Actively involved in the leadership and management of resources, administrative performance improvement, and supports the advancement of the organization.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

An ethical, visible leader with the ability to develop and maintain a high level of trust and respect throughout the District and the community. The ability to develop and model ideas and strategies and the confidence to bring ideas and strategies to fruition. Knowledge of the principles, practices and methods associated with and understanding the full range of objectives of the department.

Strong leadership, and executive management skills, interpersonal skills, vision and initiative necessary to accomplish a higher level of attainment of the strategic goals and objectives of the District. Ability to prepare comprehensive analytical reports using quantitative and qualitative data as needed for senior executives. The ability to solve problems by proactively gathering the right data from appropriate sources, probe all of the facts, considers other perspectives; conduct root cause analysis; refer to long-term plans and goals; prioritize key factors; act decisively, promptly and confidently.

Ability to establish and maintain partnerships throughout the district, including business, industry, other higher education institutions and community organizations. A strong commitment and demonstrated success experience cultivating, nurturing and maintaining a culture of diversity and equity as a means to accomplish DCCCD vision, mission and goals. Passion, idealism, integrity, positive attitude, mission-driven and self-directed.

A knowledgeable, skillful and innovative leader who will collaboratively manage a complex set of institutional challenges and issues, making difficult decisions focused on moving the division forward in a productive and sustainable way that continues to promote success. Strong project management and organizational skills, flexible with a sense of urgency in prioritizing assignments with the ability to manage a budget.

Ability to supervise and motivate reporting staff, develop high performance teams and to promote teamwork. The ability to make comprehensive and clear oral presentations. Excellent communications skills, both written and verbal with the ability to deliver clear and effective messages to influence and engage key stakeholders and a diverse campus community. Excellent customer service experience.



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 four (4) years of related work experience. Official transcripts are required. Must have valid driver's license. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for district-wide fiscal planning and budget operations. Develop and consolidate multi-fund district budgets; develop and administer budget allocation to the colleges based on extensive analysis of income projections and expenditures. Monitors district-wide expenditures and is accountable for actual versus variance analysis. Recommends reallocation of dollars in order to achieve District priorities.

Collaborates with various stakeholders to facilitate district organizational change process and redesign operational units. Convenes with various levels of leadership to effectively reorganize cost centers by identifying structure and funds required. Makes decisions concerning expenditures and approval that have an impact on adherence to Board policies. Simultaneously manages multiple components of budget phases that include planning, revisions, presentations and reporting.

Provides leadership on treasury issues involving banking and other financial reporting. Oversees the development of cash flow strategies and investments; and adheres to federal and state laws, rules and regulation as well as District policies. Maintains business relationships with district banking and investment representatives for the purpose of managing the district portfolio for cash flows, investment product sales and purchases.

Oversees and executes transactions that are compliant with Public Funds Investment Act of Texas and District board policy that maintains adequate liquidity and maximizes investment return. Directs the purchase of securities after extensive analysis to determine the greatest yield and safety of principal.

Interact with financial advisors and rating agencies regarding the financial stability of the district, which is essential to the district's ability to maintain a positive bond rating. Analyzes and recommends to Board new bond issues and refunding opportunities. Collaborates with the District's Financial Advisor and Bond Counsel on the issuance of bonds. Communicate with the Board of Trustees to address concerns regarding district operations and fiscal issues. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Supervises 6-10 employees and manages a budget of approximately 600M+.

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.