



Job Description

Job Title: Senior Director-Facilities Management & Operations

JTC: AQD

Salary Range: E05

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 leading the operations of an organization, ensuring business goals are achieved by applying business strategies and developing organizational objectives. Requires a dynamic understanding of relevant laws and policies and the ability to independently analyze problems, search for strategic solutions, organize and influence individuals to meet the vision, mission and goals of the organization and DCCCD. Ensures operations function to promote diversity and professional growth.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Proven experience providing direct leadership, oversight and accountability for the operational effectiveness and efficiency of an organization to achieve its mission and goals. Advanced knowledge and keeps abreast of applicable laws, regulations and government requirements and their impact on the business ensuring compliance through effective procedures, policies and practices.

Advanced experience implementing complex projects with the ability to plan and evaluate processes or programs; examine and re-engineer operations; formulate policy, develop and implement new strategies and procedures. Ability to provide strategic direction by identifying actions necessary to achieve task(s) completion and obtain results meeting timelines, quotas, budget, performance goals, etc. Effectively skilled to collaborate with leadership and/or stakeholders regarding ways to improve the functionality of the organization in the best interest of the district.

Must have strong leadership and interpersonal skills and the ability to work effectively with diverse cultures and populations. Knowledge and experience providing recommendations to sustain and improve work environment in the face of change and environmental challenges. The ability to acknowledge, understands and effectively manages group dynamics and ambiguity; maintains confidentiality; acts ethically and with integrity.

Capable of proactively improving the organizational processes and outcomes by being objective, fairly evaluating different components and aspects of a situation; maintaining a balance between the goals of the organization and those of the district. The ability to recommend policy/procedural changes to support business needs.



Ability to manage and impart information to a diverse district-wide community working cross-functionally with other constituents to implement operational strategies and document new processes to improve the customer experience. 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 plus three (3) to five (5) years of experience in related field. 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 oversight and coordination of infrastructure development and management of all college construction projects including feasibility studies and facility assessments. Ensures compliance with state, federal and local regulatory requirements as well as environmental impact issues. Establishes best practices and standard operating procedures related to all aspects of facilities management. Stays current on industry trends and standards by participating in professional development activities. Chairs the Facility Council. Coordinates the annual facility audit for all locations.

Advises leadership of funding needed to adequately maintain the physical facilities of the institution. Provides leadership in the planning and management of the district's capital renewal and replacement budget to support plant maintenance and improvements. Maintains required construction records and other related documents as required. Assist in the allocation of fiscal resources for various capital improvement and maintenance projects district-wide.

Represents district at meetings, committees and tasks forces related to facilities management/capital improvement. Works collaboratively with diverse stakeholders and constituents within the DCCCD community network to analyze and assess maintenance, growth and facilities needs pertaining to programmatic changes. Participates in district-wide emergency response planning. Acts as liaison with local municipalities on projects of mutual interest and impact.

Establish and implement short- and long-range departmental goals, objectives, strategic plans to monitor and evaluate programmatic and operational effectiveness, and effect changes required for improvement. Provide annual and long-range planning for district facilities to include construction, renovation/renewal projects, and general maintenance and upkeep programs in accordance with district/college strategies and master plans.

Communicates effectively, both orally and in writing with diverse, multicultural individuals internal/external to the DCCCD community network. Prepares correspondence, status/special reports and presentations on all aspects related to capital improvement as required. Provides excellent customer services.



Supervises approximately eight (8) employees. Responsible for a budget of approximately \$100 million included deferred maintenance.

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.