

RANGE H74

**JTC NO. HG2
FLSA EXEMPT E**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Program Manager I
DATE PREPARED: Summer 2011
DATE REVISED: Spring 2012; Fall 2012; Summer 2014; Fall 2017

GENERAL SUMMARY:

Responsible for running complex programs and projects which include handling tasks that involve designing and development as well as production. Key project management responsibilities include creating clear and attainable project objectives, building the project requirements, and managing the constraints of the project, which are cost, time, scope, and quality.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Bachelor's degree or higher plus three years of related experience in the subject matter to which the college location/has identified.
- Responsible for complex programs and projects as well as planning and scheduling project goals, milestones and deliveries.
- Must be able to interact effectively with individuals from diverse backgrounds.
- Strong knowledge and experience providing effective customer service.
- Official transcripts will be required.
- ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

Rev 09/05/2012 lmm
Revised: 07/2014 - emm
Revised: 01/2017 - emm
Revised: 12/2017 - emm
ADA/tmm 04.30.19