

RANGE N02

**JTC NO. T25
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Program Development Specialist

DATE PREPARED: Fall 1984

DATE REVISED: Spring 1998; Spring 2003; Fall 2003; Fall 2004
Spring 2009; Summer 2012; Summer 2013; Fall 2014;
Spring 2015; Fall 2016

GENERAL SUMMARY: Responsible for performing professional level work in assisting a Program Director in the identification, development, scheduling and evaluation of continuing education courses in the assigned program area(s). Work also involves development and dissemination of promotional materials.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Assists in the identification, development, scheduling and evaluation of continuing education courses. May assist in identifying instructors and/or speakers.

Communicates and coordinates with representatives of other institutions, agencies and organizations.

Participates in the development and design of brochures, advertisements and other promotional materials. Coordinates production and distribution activities.

May coordinate facilities for off-campus operations.

Participates in registration activities.

Prepares narrative and statistical reports on continuing education programs for use by supervisor.

May be responsible for supervision assigned staff, consisting primarily of part-time support staff or student workers.

Performs related duties as assigned.

REPORTING RELATIONSHIP:

Varies by location to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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PHYSICAL EFFORT REQUIRED: - continued

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, reach, carry, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 20 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Associate's degree or higher plus one year of experience in continuing education, or program development **or** high school graduate plus three years of experience in continuing education, or program development.
- Requires the ability to utilize computer technology to access data, maintain records, generate reports and communicate with others.
- Oral and written communication skills to support interaction between the DCCCD and other organizations, community groups, faculty and staff 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. ***

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revised: 04/2009-ccp
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