**Cross-Functional Team Member**

4400 West 18th St., Houston, Texas (US-TX), 77092, United States

ID: 32041

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**Job Description**

Location: Hattie Mae White

Department: Chief of Strategic Initiatives

Area:Northwest

Contract Months:12

Hourly Rate: $$110,000.00

**JOB SUMMARY**

The Cross-Functional Team Member is an integral part of a diverse and dynamic team composed of individuals from different functional areas within the District. The primary role will be to collaborate with team members, contribute expertise, and work towards achieving common goals. The Cross-Functional Team Member will participate in cross-functional projects, leveraging knowledge and skills to drive innovation, streamline processes, and deliver successful outcomes.

**MAJOR DUTIES & RESPONSIBILITIES**

- Lead a cross-functional team composed of individuals from different departments and functional areas.
- Develop a comprehensive understanding of the organization's strategic objectives and work collaboratively with the team to align project goals with the overall vision.
- Define project scopes, objectives and deliverables in collaboration with stakeholders and senior management.
- Develop and implement project plans, including timelines, milestones and resource allocation, to ensure successful execution.
- Manage and coordinate resources within the team to ensure the timely completion of projects and achievement of desired outcomes.

- Foster a collaborative and inclusive team environment, encouraging open communication, knowledge sharing and cross-functional problem-solving.

**MAJOR DUTIES & RESPONSIBILITIES CONTINUED**

- Provide effective leadership and guidance to the cross-functional team, including goal setting, performance evaluations, coaching and professional development.
- Act as a liaison between the cross-functional team and senior management, providing regular updates on project progress, challenges and opportunities
- Identify and mitigate risks, conflicts and issues that may impact project timelines or deliverables.
- Collaborate with stakeholders to define project requirements, gather feedback and ensure alignment with organizational goals.
- Monitor project budgets and expenses, ensuring effective utilization of resources and adherence to financial guidelines.
- Leverage project management tools and methodologies to streamline processes, improve efficiency and drive continuous improvement within the team.
- Stay up to date with industry trends, best practices and emerging technologies relevant to the projects and functional areas within the team.
- Promote a positive team culture that values diversity, collaboration, innovation and accountability.

**EDUCATION**

Bachelor's degree preferred

*Applicants who do not meet these education qualifications may be considered if they have a unique combination of education and work experiences that indicate potential for success in this role.

**WORK EXPERIENCE**

3 Years Experience working in cross-functional teams or projects.

**SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**

Strong teamwork and collaboration skills, with the ability to work effectively with individuals from diverse functional backgrounds.

Excellent communication skills, both verbal and written, enabling clear and concise information sharing.

Strong problem-solving abilities, with a logical and analytical mindset to address complex challenges.

Adaptability and flexibility to thrive in a fast-paced and changing work environment.

Demonstrated ability to manage multiple priorities and deliver results within deadlines.

Proficiency in relevant software and tools used by the cross-functional team.

Continuous learning mindset, with a willingness to expand knowledge and skills in other functional areas.

**LEADERSHIP RESPONSIBILITIES**

Work Leadership. Regularly provides project management or team leadership to a group of two or more employees but does not have formal supervisory responsibility. Leading and directing typically involves monitoring work and providing guidance on escalated issues. Most of work time is spent performing many of same duties they are leading.

**WORK COMPLEXITY/INDEPENDENT JUDGMENT**

Work involves the application of moderately complex procedures and tasks that are quite varied. Independent judgment is often required to select and apply the most appropriate of available resources. Ongoing supervision is provided on an "as needed" basis.

**BUDGET AUTHORITY**

No budget development activity is required.

**PROBLEM SOLVING**

Decisions are made on both routine and non-routine matters with some latitude but are still subject to approval. Job is occasionally expected to recommend new solutions to problems and improve existing methods or generate new ideas.

**IMPACT OF DECISIONS**

Decisions have minor, small and possibly incremental impact on the department or facility. Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of the organizational activities resulting in brief inconvenience.

**COMMUNICATION/INTERACTIONS**

Collaborate and solve problems - works with others to resolve problems, clarify or interpret complex information/policies, and provide initial screening/negotiations without approval authority. Interactions are typically with customers, senior level professional staff, and managers.

**CUSTOMER RELATIONSHIPS**

Takes routine or required customer actions to meet customer needs. Responds promptly and accurately to customer complaints, inquiries and requests for information and coordinates appropriate follow-up. May handle escalated issues passed on from coworkers or subordinates.

**WORKING/ENVIRONMENTAL CONDITIONS**

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

Ability to carry and/or lift less than 15 pounds.

Houston Independent School District is an equal opportunity employer.