

# JOB DESCRIPTION



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**Position Title:** Director of Small Business Development Center

**Department:** Extended Learning

**Employment Category:** Administrative Staff

**Primary Location:** Downtown Center

**FLSA Classification:** Exempt

**Parameters:** Full-time; 12 months/year  
Grant funded

**Pay Grade:** AS15

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**Position Summary:** The Director of Small Business Development Center (SBDC) is responsible for providing the vision, leadership and direction for the SBDC, attaining the overall goals of the center and its shared goals for the Arizona SBDC Network and major funding partners.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Develops, manages and implements service functions associated with the SBDC including long and short-term counseling, seminars, workshops, classes, seminars, business programs and consultant referral to small business owners and entrepreneurs; advises business owners and prospective business owners who are SBDC clients; provides business assistance services in accordance with SBA guidelines and procedures; promotes growth, expansion, innovation, increased productivity, sustainability, and management improvement in area small businesses and prospective businesses.

Manages the daily operations of the Center to meet SBDC program objectives and contractual obligations; serves as liaison between the host institution/organization and local organizations, public and private that are involved with the improvement of the business climate; correctly applies college/host organization policies and procedures

Prepares timely, periodic reports as required by the U.S. Small Business Administration and the Small Business Development Center State Network Office and maintains records in compliance with state contract and applicable U.S. Circulars.

Develops and implements the SBDC budget within college/host organization and SBA guidelines; prepares appropriate documents regarding funding requests; obtains additional available funds to supplement available SBDC resources

Supervises, trains, mentors and evaluates staff members responsible for the support of the SBDC; provides staff direction for new and ongoing projects

Performs related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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## **Education and Experience Requirements:**

Bachelor's degree in business, management or related field from a regionally accredited institution of higher learning recognized by the US Department of Education

Three years' experience owning and operating a small business

Three years' experience teaching at a college, as a corporate trainer or providing management consulting services.

Preference may be given to individuals who possess a Master's in business, management or related field from a regionally accredited institution of higher learning recognized by the U.S. Department of Education

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of college operational practices, policies and procedures, and the ability to follow them

Knowledge of the proper operation of and the ability to use personal computers and job related software, including Microsoft Office Suite and other job specific software

Knowledge of budget preparation, monitoring and administration

Knowledge of management practices and principles

Knowledge of education and training resources

Skill in listening to issues, synthesizing information, and reaching sound conclusions

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail; work independently in meeting various time deadlines and work pressures with frequent interruptions

Ability to communicate effectively, verbally and in writing, relate in a professional, helpful manner in person and over the phone; relate to a diverse population and to maintain composure when faced with difficult situations

Ability to work independently, prioritize, and manage multiple projects with attention to detail

Ability to establish strong relationships and work as part of a team

Ability to establish strong connections within the community

**Work Environment:** Work is primarily performed under limited supervision in an office setting with appropriate climate controls. Requires travel. Evening and weekend work may be required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Light Work: Exerting up to 20 pounds of force frequently lifting or carrying of objects weighing up to 10 pounds requires a good deal of walking or standing  
Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

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**Reports to:** Dean of Business and Technology

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.