

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, SMALL BUSINESS DEVELOPMENT CENTER

L135.200

BASIC FUNCTION: Under the general direction of the Executive Director, Economic and Workforce Development, develops, promotes and directs the daily operations of the Butte-Glenn Community College District Small Business Development Center in accordance with the policies and procedures of the Trade and Commerce Agency, the Small Business Administration and the College District.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.)*

- *1. Supervises professional and clerical personnel to ensure that program objectives are met. Projects staffing needs; supervisory duties include assigning and reviewing work; maintaining standards; coordinating activities; selecting new employees; acting on employee problems and recommending employee disciplinary action and discharge as appropriate. Reviews the work of subordinates for effectiveness and completeness; makes recommendations and offers training, advice and assistance as needed.
- *2. Develops and implements traditional and innovative programming based on local economic and community needs and the resources available to the SBDC.
- *3. Provides in-depth, one-on-one counseling in the areas of business planning, management and financial analysis to small business owners.
- *4. Provides information to individuals wishing to establish, maintain and expand small businesses.
- *5. Establishes formal agreements and delineates specific services and roles between the SBDC and public entities, private individuals and firms.
- *6. Identifies, manages and schedules program counselors and consultants.
- *7. Plans, schedules and evaluates community service courses, workshops, seminars and small-group and individual consultation sessions.
- *8. Develops and implements effective marketing plans to promote the program, its activities and services.
- *9. Establishes and maintains record-keeping systems necessary for budget audit trails, program evaluation and follow-up.
- *10. Administers the SBDC grant from the California Trade and Commerce Agency, ensuring compliance with grant requirements and objectives.
- *11. Prepares annual budget and oversees budget expenditures; works with local public and private entities to develop continued and increased local cash contributions to support SBDC programming.
- *12. Coordinates and facilitates advisory board meetings.
- *13. Ensures the timely and accurate completion of required reports.
- *14. Attends all statewide meetings and other required meetings and conferences.
15. Performs related work as required.

MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE:

- Bachelor's Degree in business administration, finance or a related field; AND
- Experience directly related to the responsibilities of this classification.

DESIRED QUALIFICATIONS:

A Master's degree and prior supervisory experience is desirable.

CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Possess and maintain a valid California Drivers' License throughout duration of employment with the District.

KNOWLEDGE, SKILLS AND ABILITIES: *(May be acquired through education, training and/or experience.)*

Knowledge and ability to apply District policies, rules and procedures.

Knowledge of: laws, ordinances pertaining to the specific responsibilities of the position; supervisory and managerial concepts and principles; the local business and industry environment; general business practices, financing and financial analysis.

Ability to: ensure compliance with all laws, regulations and policies through effective program leadership and supervision; motivate and provide staff leadership and supervision; plan and coordinate the most effective use of staff, facilities and resources to achieve program goals; coordinate activities for small business development over a broad urban and agrarian locality; compose complex reports, analysis and correspondence; analyze administrative problems and prepare comprehensive, clear and concise reports and recommendations; make sound, educated decisions; work independently; establish and maintain cooperative working relationships with those contacted in the course of work; work with diverse populations; make required mathematical calculations accurately; make public presentations; maintain records accurately and with confidentiality as required; compile, organize and use various financial information necessary in the preparation of budgets and grant reports.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision of non-supervisory professional, clerical and student personnel.

PHYSICAL EFFORT:

Normal office environment.

CONTACTS:

All classifications of faculty, staff and administration at Butte College; business consultant staff; local service agencies; community organizations; local business and industry professionals; professional peers; clients; general public.

WORKING CONDITIONS:

Normal office environment.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.