

# Job Description

Position Title: Director for Small Business Development Center

Job Group: Workforce Development

Job Level Group: Director

FLSA Status: Exempt

## Position Summary:

The Director of the Pima Community College 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 (AZSBDC) and Pima Community College. The Director both manages the SBDC and carries a portfolio of clients.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develop, manage and implement service functions associated with the SBDC including both long and short-term business counseling, seminars, workshops, classes, business programs, and consultant advisory services to small business owners and entrepreneurs
2. Advise business owners and prospective business owners who are SBDC clients
3. Provide business assistance services in accordance with U.S. Small Business Administration (SBA) guidelines and procedures
4. Promote for-profit business growth, expansion, innovation, increased productivity, sustainability, and management improvement in Pima County and Santa Cruz County
5. Manage daily operations of the Center to meet SBDC program objectives and contractual obligations
6. Serve as a liaison between Pima Community College (the host organization) and local, state, and federal organizations, both public and private that are involved with the improvement of the business climate
7. Assure alignment with the College's workforce and economic development priorities and compliance with the College's internal policies and procedures
8. Prepare timely, periodic reports as required by U.S. Small Business Administration and the AZSBDC Network State Office and maintains records on compliance with the State contract and U.S. Circulars
9. Develop and implement the SBDC budget with the College according to College guidelines and SBA guidelines
10. Prepare appropriate documents regarding funding requests, obtain additional available funds to supplement available resources
11. Supervise, train, mentor, and evaluate staff members
12. Provide direction for new and ongoing projects

13. Continually drives toward the annual production goals as assigned by AZSBDC Network and Pima Community College
14. Manage and maintain a client portfolio
15. Performs all other duties and responsibilities as assigned or directed by the supervisor.

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

- Knowledge of regulatory compliance principles and practices
- Knowledge of advising and counseling practices
- Knowledge of business management and fiscal practices
- Knowledge of principles and methods for promoting programs and services
- Knowledge and application of various instructional methodologies
- Skill in budget/resource management
- Skill in people leadership and supervision
- Skill in program development and process improvement
- Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

### **Independence of Action:**

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field required.
  - Master's degree in a related field of study preferred.
  - Five (5) to eight (8) years of related experience required
  - Eight plus (8+) years of related experience preferred
  - Three (3+) years of supervisory experience required
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- DMV Check/Current and Valid AZ Driver's License
- Pre-employment Background Check Required
- Some evening or weekend work