

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: REGIONAL DIRECTOR SAN DIEGO AND IMPERIAL SMALL BUSINESS DEVELOPMENT CENTER NETWORK

SUMMARY DESCRIPTION

Under the direction of the Dean of the Higher Education Center at National City, provide leadership and oversight for the development, implementation, operations of the San Diego and Imperial Small Business Development Center (SBDC) Network, serving San Diego and Imperial counties; develop partnerships, plan and develop SBDC Network and Lead Center programs; develop sound policies and guidelines for the Network that comply with all SBDC and federal laws, regulations, requirements, accreditation and audit standards; maintains Network's full accreditation status; lead growth and development of a quality SBDC program, based on program excellence that leads to national prominence and visibility for the Network; best practices while maintaining full compliance with Small Business Administration/OSBDC policies and requirements and ASBDC accreditation requirements; supervise and direct SBDC Lead Center staff as appropriate to deliver services and support to the Network and meet Lead Center objectives and strategic plan.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, organizes, supervises and evaluates the work of assigned staff; with staff, develops, implements and District goals, objectives and performance measures expectations. **E**
2. Plans and evaluates the performance of assigned staff; development targets; regularly monitors performance and disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the contract provisions, as well as subcontract requirements. **E**
3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service oriented work objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee team and work environment. **E**
4. Directs and monitors the program activities and financial affairs of the San Diego and Imperial SBDC Network to deliver effective services to the small business community. Provides overall management of a multifaceted business and economic development program in the San Diego and Imperial counties, including directing, coordinating and managing the human, administrative, contract and subcontract resources to operate the program. **E**
5. Establishes partners that can play a significant role working in tandem with the network, to meet the needs of the small business community. Secures funding and administers contracts from State and Federal funding partners, private foundations, corporate sponsorships and other appropriate partners; ensure compliance with federal and state funding regulations. **E**
6. Prepares for and maintains ASBDC accreditation per program requirements; oversees and manages all SBA, grant and District reporting requirements; monitors sub-recipients and satellite offices for their compliance; develops and oversees implementation of Network's professional development plan. **E**
7. Responsible for developing and directing staff in managing SBDC performance benchmarks and standards; monitor and analyze network performance to increase network productivity and efficiency to translate performance findings into priorities for strategic planning, network operational policy development, improvement and innovation; and integration of performance and budget. **E**
8. Develop a collaborative working relationship with CA SBDC Regional Leads, state agencies, Chancellor's Office Economic and Workforce Development programs, legislators, and other relevant

government agencies; public and private entities; actively manage and motivate network SBDC directors, host institutions and representatives for planning, communication and to maintain effective performance, contract compliance and working partnerships. Align to the extent possible with SWC Strategic Plan and college initiatives. *E*

9. Perform related duties and responsibilities as required.

OTHER DUTIES

Participate on District committees, as assigned. Workshops, seminars, conferences and other program-related events as directed. Assist Dean on special projects.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Principles and practices of management; project management and supervision.
Principles and practices of employee hiring, training, motivation, and supervision. SBDC operations, goals and procedures.
Public sector grant-funded program procedures, processes and requirements.
Resource and partnership development. Regional economic conditions and business and industry trends. Participatory governance and ability to build consensus, resolve difficult issues, and foster a collaborative team environment.
Project management, business processes and analysis, systems and data flows, and use of appropriate technology in the business environment.
Advanced personal computer operation, including general and specialized software packages/applications for word processing, spreadsheets, database management, financial systems management, process mapping, desktop publishing, and internet navigation.
Labor market conditions and emerging industry trends.
Quality control, continuous process improvement principles, and internal audit procedures.
Budgeting and accounting principles and practices.
Small business principles and practices.
Marketing concepts, principles, and techniques.
Public relations concepts and principles.
Oral and written communication skills, including correct English usage.
Principles of successful management, operational, and fiscal accountability.
The diverse socioeconomic, cultural, ethnic and disability backgrounds of the local regional population.

Ability to:

Supervise, evaluate and train a team of assigned personnel. Lead and motivate staff to achieve goals, performance and objectives.
Lead and maintain effective and cooperative working relationships with Directors in the SBDC Network, other SBDC networks and college personnel, external funding agencies, including the SBA, federal and State Agencies, private funders and key stakeholders.
Analyze business needs; organize workload and prioritize duties and activities. Communicate effectively both orally and in writing.
Manage federal programs, specifically SBA funded programs, or related grants.
Manage a large program budget. Deal effectively with legislators and legislation issues related to Network and programs.
Operate with complex regulations, policies, requirements and bureaucracy.
Compose reports, correspondence, and articles for publication; speak in public, make presentations to small and large groups, and interface with press as needed on behalf of District and program.
Proficient operation of a personal computer including word processing, spreadsheets, relational database and financial systems.
Analyze, evaluate and problem solve simple and complex matters in a timely manner.
Analyze, interpret and present data and prepare reports.

Maintain effective public relations with serviced communities.
Manage large public budgets and records.
Work effectively and cooperatively with diverse constituencies within a participatory governance environment.
Work successfully with District administrators and staff as well as community representatives.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate effectively, both orally and in writing, demonstrating advanced writing skills.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a Bachelor's degree in Business or closely related field and five years of experience in management and administration of programs in small business, international trade or economic development including experience with grant writing, managing, and reporting. A Master's degree in Business Administration is preferred.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals; work outside of normal business hours may be required in order to meet deadlines and to attend meetings in the evening or on weekends; travel may be required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to 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 amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.