

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROJECT ASSOCIATE DIRECTOR SMALL BUSINESS DEVELOPMENT CENTER NETWORK

BASIC FUNCTION:

Under general direction of the Small Business Development Center (SBDC) Lead Center Director, manage the day-to-day operations of the SBDC Lead Center; support leadership, development, implementation, documentation, and operational activities of the San Diego and Imperial SBDC Regional Network programs; ensure compliance with all SBDC, U.S. Small Business Administration (SBA) Office, and Association of Small Business Development Centers (ASBDC), regulations, requirements, accreditation and audit standards; provide continuous process improvement to SBDC Lead Center and Network operations; develop, implement and deliver training as needed to Lead Center staff and SBDC Network; provide direction to SBDC Lead Center staff as appropriate to deliver services and provide support to the Network and meet Lead Center objectives..

REPRESENTATIVE DUTIES:

Plan, organize and manage the work of assigned staff; with staff, develop, implement, and monitor work plans to achieve assigned goals and objectives; contribute to development of and monitoring of performance against budget in assigned areas; participate in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve SBDC and District goals, objectives and performance measures. *E*

Network Operations:

Support development, implementation, and update of SBDC Network operating plan, including an SBDC Network Operations Manual; provide training to SBDC Network staff and consultants as necessary. *E*

Function as liaison with Service Center Directors in the SBDC Network with regard to SBDC grant policies, procedures, requirements, and compliance issues; ensure that contracts, sub-recipient agreements, and related documents are prepared in accordance with applicable grant guidelines. *E*

Support and direct the consistent application and standards of SBDC consulting, training, and programs across the SBDC Network. *E*

Ensure SBDC Network is in compliance with applicable SBDC and District policies and procedures; provide information to SBA, Chancellor's Office of the California Community Colleges (COCCC) as necessary and appropriate. *E*

Conduct and report regular on-site visits and reviews of SBDC Network service centers. *E*

Monitor and ensure accurate usage of required data collection systems, develop and process appropriate documentation to ensure accuracy of system data and integrity. *E*

Monitor and ensure timely and accurate SBDC Network counseling, training, and economic impact data are entered into the required data collection system. *E*

Interpret, apply, communicate, and implement pertinent laws and/or SBDC Network policy and procedures, external agency business or other regulations, policies and procedures as appropriate. *E*

Assist the SBDC Lead Director in planning and preparing the Network and Lead Center budget. *E*

Financial Management:

Assist Lead Director in planning and preparation of the Network and Lead Center budget. *E*

Small Business Development Center Lead Center Associate Director - Continued

Direct and oversee financial review and audit process for the Lead and all Services Centers including invoices and payment; monitor contract compliance and deliverables of sub-recipients in the SBDC Network. *E*

Conduct follow-up activities regarding SBDC Network program quality and complete project evaluation reports; direct and oversee data analysis of network performance, including benchmarks and metrics. *E*

Prepare reports for the SBDC Lead Director as necessary; administer SBDC Network operational systems and records to assure audit and accreditation readiness. *E*

Coordinate preparation and submission of grants, reports and data transmission meeting required deadlines. *E*

Assist SBDC Lead Center Director in identifying and developing regional funding sources and partnerships. *E*

Assist SBDC Lead Center Director in managing Accreditation and Strategic Plan; provide support and direction to SBDC Service Center Directors with Strategic Planning efforts for the Network and implementation of objectives. *E*

Provide leadership on EDMIS and WebCATS Management including configuration, data structure analysis, field needs for training and troubleshooting, and implementation and training on definitions. *E*

Participate and represent Network in assigned campus, regional, state and federal committees. *E*

Coordinate membership and logistics of Network Advisory Board and senior executive meetings including setup, communications, agendas, and technology needs. *E*

Participate in activities of other local economic development efforts as directed. *E*

Promote and market SBDC Network programs and services; make presentations to local and regional business and civic groups and organizations as directed. *E*

Support SBDC Network legislative outreach activities as directed. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of management, project management, and supervision.

Principles and practices of employee training and supervision.

Operations, goals and procedures of the SBDC.

Labor market conditions and emerging industry trends.

Quality control, continuous process improvement principles, and internal audit procedures.

Principles and practices of general accounting and budget preparation and control.

Small business principles and practices.

Modern office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases, financial systems, process mapping, and desktop publishing.

Marketing concepts, principles, and techniques.

Public relations concepts and principles.

Oral and written communication skills.

Small Business Development Center Lead Center Associate Director - Continued

Demographics of the local regional population.
Data management and analysis concepts.
Survey design principles.

ABILITY TO:

Supervise, evaluate and train assigned personnel.
Analyze business needs, organize workload and prioritize duties.
Compose reports, correspondence, and articles for publication.
Speak in public and make presentations to small and large groups.
Work independently and collaboratively with minimal supervision.
Analyze, evaluate and resolve problems.
Analyze, interpret and present data and prepare reports.
Monitor and manage large budgets.
Operate office equipment including computers and supporting word processing, spreadsheet and database applications at an advanced level.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
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 four 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.

LICENSES AND OTHER REQUIREMENTS:

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 moderate noise level; extended periods of time viewing computer monitor; 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 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 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.