

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

ASSOCIATE REGIONAL DIRECTOR, SMALL BUSINESS DEVELOPMENT CENTER NETWORK

DEFINITION

Under general direction, assists in planning, organizing, and managing the operations of the Small Business Development Center (SBDC) Network, including financial reporting and transactions, programming, training, outreach, and stakeholder engagement; provides responsible and complex professional assistance in areas assigned; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Regional Director, Small Business Development Center Network. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that assists the Regional Director in oversight of a broader geographic range, involvement in generating funding, coordinating and directing regional activities and operations of the Small Business Development Center (SBDC) Network, including short- and long-term planning and development, fiscal management and administration of program policies, procedures, and services, in a variety of coordinative, analytical, and liaison capacities. Successful performance of the work requires a professional background as well as skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex work involving accountability and decision-making responsibility. This classification is distinguished from the Regional Director, Small Business Development Network in that the latter has greater authority and responsibilities to the grantors, college, and network sub-recipients.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Assists the Regional Director in planning, organizing, and directing operations and activities of the SBDC Network; supports development, implementation, and update of SBDC Network operating plan.
2. Plans, directs, and evaluates the work of assigned staff; provides direction or coordinates staff training, works with employees to correct deficiencies and implements discipline and termination procedures as required; addresses staff questions and concerns.
3. Participates in developing, implementing, and evaluating work programs, plans, processes, systems, and procedures to achieve the SBDC and District goals, objective, and performance measures.
4. Serves as a liaison with Service Center Directors in the SBDC Network with regard to SBDC grant policies, procedures, requirements, and compliance issues; ensures that contracts, sub-recipient agreements, and related documents are prepared in accordance with applicable grant guidelines.
5. Supports and directs the consistent application and standards of consulting, training, and programs across the SBDC Network.
6. Ensures the SBDC Network is in compliance with applicable SBDC, District policies and procedures, and those of the various grantors; provides policy and procedural information to the Small Business Association (SBA), State of California, Chancellor's Office of the California Community Colleges (COCCC), and other local governments as needed.
7. Conducts and reports regular on-site visits and review of SBDC Network service centers.

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Associate Regional Director, Small Business Development Center Network - *Continued*

8. Monitors and ensures accurate usage of required data collection systems; develops and processes appropriate documentation to ensure accuracy of system data and integrity.
9. Monitors and ensures timely and accurate SBDC Network counseling, training, and economic impact data are entered into the required data collection system.
10. Interprets, applies, communicates, and implements pertinent laws and/or SBDC Network policy and procedures, external agency business or other regulations, policies, and procedures as appropriate.
11. Assists in planning and preparing the Network and Center budgets; coordinates with the SWCCD Finance Department; oversees and reviews the preparation of financial reports for SBA, the State, City of San Diego, and other funders.
12. Directs and oversees the financial review and audit process for the Lead and all Service Centers including invoices and payment; monitors contract compliance and deliverables of sub-recipients in the SBDC Network.
13. Conducts follow-up activities regarding SBDC Network program quality and complete project evaluation reports; directs and oversees data analysis of network performance, including benchmarks and metrics.
14. Administers SBDC Network operations systems and records to assure audit and accreditation readiness.
15. Coordinates the preparation and submission of grants, reports, and data transmission.
16. Assist in identifying and developing regional funding sources and partnerships.
17. Supports SBDC Network legislative outreach activities; ensures local and regional stakeholder engagement; contacts elected officials, chambers of commerce, business associations, economic development organizations and a variety of other community organizations regarding SBDC Network programs; coordinates Network outreach events.
18. Assists in managing accreditation and strategic planning; provides support and direction to the Regional Director, SBDC Network with Strategic Planning efforts for the Network and implementation of objectives.
19. Participates in and represents the Network in assigned campus, regional, state, and federal committees; develops agenda and reports for Network leadership meetings and trainings.
20. Participates in activities of other local economic development efforts as directed.
21. Promotes and markets SBDC Network programs and services; makes presentations to local and regional business and civic groups and organizations as directed.
22. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of the Small Business Development Center Network.
- Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Marketing techniques and principles.
- Principles and practices of fiscal management and strategic planning.
- Grant proposal development process.
- Local economic, labor market, and demographic trends.
- Pertinent federal and state laws, codes, and regulations, including those related to small business in California.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work methods and procedures.

- Technical, legal, financial, and public relations issues associated with the management of District functions and programs.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.
- Methods and techniques for the development of presentations, business correspondence, research, and reporting, and information distribution.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

Ability to:

- Provide administrative, management, and professional leadership for the Small Business Development Center Network.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor multiple budgets and effectively utilize resources.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Conduct effective negotiations and effectively represent the District in meetings with governmental agencies and various educational, businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintain accurate databases, records, and files.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Effectively manage priorities in complex and diverse operational units.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in business administration or a related field and three (3) years of experience in the management and administration of programs in small business, or economic development.

LICENSES AND CERTIFICATIONS:

Possession of or ability to obtain and maintain a valid California Driver's License.

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and classroom setting and use standard office equipment, including a computer; to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

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Johnson & Associates

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Human Resources

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Koff & Associates