

## **DIRECTOR, SMALL BUSINESS DEVELOPMENT CENTER**

### **GENERAL STATEMENT:**

Serves as the director of the Small Business Development Center (SBDC) and provides free business assistance to business and industry within a five-county region.

### **REPORTS TO:**

Assistant Vice President of Instruction for Workforce Education and Business Relations

### **OCCUPATIONAL GROUP:**

Professional/Non-faculty

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree in Business Administration or related field.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Ten (10) years experience in business.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Responsible for counseling small businesses within a five-county region.
- Provide training sessions for small businesses within a five-county region.
- Responsible for all reports submitted to the U.S. Small Business Administration.
- Prepare yearly applications and grant proposals for the SBDC.
- Responsible for maintaining records of each counseling and training session.
- Supervise all counselors for the SBDC, both paid and volunteers.
- Prepare the SBDC budget in cooperation with the assistant vice president of instruction for workforce education and business relations.
- Responsible for maintaining current information of government regulations and assist small businesses in achieving compliance.
- Responsible for maintaining a library with current information and data for use by the owners or employees of small businesses.
- Responsible for providing technical assistance to small businesses.
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

**DIRECTOR, SMALL BUSINESS DEVELOPMENT CENTER**

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 02/08/95*

*Revised: 03/08/07*

JD177