



Trinity Valley Community College
Job Description
Director of Small Business Development Center

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

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:

Associate Vice President of Workforce Education

SUPERVISES:

SBDC Department

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Bachelor's degree in Business Administration or related field.

PREFERRED:

MBA

EXPERIENCE REQUIRED:

Five (5) years' experience in business.

PREFERRED:

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

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|--|--------------------------------------|
| • Typing/Data Entry | • Leadership/ Management |
| • Computer software proficiency – Microsoft Office | • Attention to detail |
| • Operating equipment – office or otherwise | • Time management |
| • Written and oral communication | • Organization |
| • Interpersonal and/or customer service skills | • Federal Regulations and Directives |
| • Public Speaking/Presenting | • Operational Systems and procedures |
| • Basic Math | • Budget and accounting principles |
| | • Administrative practices |
| | • Advertising/Marketing practices |

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Responsible for counseling small businesses within a five-county region.
- Responsible for providing training sessions for small businesses within a five-county region.
- Responsible for all reports submitted to the U.S. Small Business Administration.
- Responsible for preparing yearly applications and grant proposals for the SBDC.

All TVCC positions are security sensitive and require a criminal background check.



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- Responsible for maintaining records of each counseling and training session.
- Responsible for maintaining current information of government regulations and assist small businesses in achieving compliance.
- Responsible for positive Interaction with other governmental and private organizations to assist small businesses.
- Responsible for promoting the services of the SBDC to potential clients and stakeholders.
- Responsible for providing technical assistance to small businesses.
- Other duties as assigned by appropriate supervisory personnel.

SUPERVISOR RESPONSIBILITIES:

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counseling, and disciplining employees.
- Plans, monitors, and appraises job performance annually, and provides constructive feedback and coaching.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Ensure quality and customer service standards are adhered to as a department.
- Contributes to team effort by accomplishing related results as needed.
- Setting goals for performance and deadlines in ways that comply with the college's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Cellular Phone

PHYSICAL DEMANDS:

- Requires: Seeing, hearing, Talking, and Computer Work
- May need: Sedentary Work
- Occasionally need to: Reaching, Standing , Lifting , Grasping, Repetitive Motions, Light Work

MENTAL DEMANDS:

- Emotional control under stress:25-50% of the time

OTHER DEMANDS:

None



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

***This position is partially grant funded and employment is contingent upon continued funding.*

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 9/23/2021

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|-------------------------|----------------|---------------------------------------|----------------------------|
| Classification: | Administration | Coordinating/Non-Coordinating: | C |
| FLSA Status: | Exempt | TVCC Job Code: | 1177 |
| DBM: | D | Travel Required: | 25-50% of the time |
| IPDEDS/SOC CODE: | 11-3011 | Employment Status: | Full-Time |
| Salary Grade: | 270 | Length: | 12 Months (**Grant Funded) |
| FUND: | 200 | TRS POS. CODE | TRS 03 |

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