BASIC FUNCTION:

Under the supervision of the Dean of Instruction for Extended Campus, manage the operations and activities of the Imperial Valley Small Business Development Center (SBDC) supervise, and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Direct the operations of the Imperial Valley SBDC; develop a strategic plan to effectively implement program objectives and meet specified goals in coordination with an advisory committee and local economic development and business partners.

Coordinate training activities and conferences regarding small business and community leadership issues in conjunction with agencies involved in economic development in the Imperial Valley.

Plan and direct programs and services related to the retention, expansion and start up business plan and direct programs and service related to community leadership.

Oversee the Imperial Valley SBDC budgetary activity and monitor compliance with funding entities.

Assist clients in developing feasibility studies, business plans cash flows and financial statements.

Coordinate consulting and technical assistance services with local Service Corps of Retired Executive/Active Corps of Executives (SCORE/ACE) chapters, and other public and private business service providers.

Develop and maintain appropriate Advisory Boards.

Establish and maintain cooperative agreements with other public service providers and participation agreements with private sector individuals and firms.

Establish and implement a marketing plan to promote the service of the SBDC to the small business sector, with special emphasis to targeted groups.

Provide reports to the Dean as necessary.

Implement project objective and activities to meet grant conditions.
Direct the preparation of periodic reports, grants, proposals and other program applications related to small business development.

Develop and administer annual fund raising programs to support the continued operation of facility and programs.

Meet assigned milestones and comply with all reporting requirements on deadlines.

Establish client delivery system to monitor program activities and assess effectiveness of services; establish and implement evaluation methods to measure the effective delivery of client services.

Operate a computer and other office equipment as assigned.

Assist in coordination of the resources of community business organizations and agencies to provide comprehensive assistance delivery systems.

Assist in the conduct of on-going business needs assessment surveys to determine needs and interest of local small business owners.

Develop new programs related to small business, leadership and economic development.

Represent the SBDC on various community, regional and State committees an economic development initiates related to small business development.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- General business practices, financing, and financial analysis.
- Business finance, marketing, planning, research, law and international trade regulations.
- Contract negotiation and management.
- Budget development and fiscal management.
- Operation of a microcomputer and assigned software, program management and development including community partnership development.
- Principals and practices of administration, supervision and training.
- Supervising and evaluation of personnel.
- Interpersonal skills using tact, patience and courtesy.
- Public relations techniques.
- Public speaking techniques.
- Working with both public and private agencies.
- Oral and written communication skills.
KNOWLEDGE AND ABILITIES: (continued)

ABILITY TO:
Direct and maintain the SBDC programs.
Plan, organize and administer assigned programs.
Interpret laws, rules and regulations as they apply to small business development.
Coordinate activities for small business development.
Work independently with little direction.
Work cooperatively with people from diverse cultural backgrounds. Speak and write effectively, communicate with small business owners and small business service providers in both public and private sectors as well as with civic leaders.
Prepare a variety of reports, proposals and agendas.
Plan, coordinate a variety of meetings, seminars, workshops and conferences.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Facilitate inter-organizational cooperation.
Operate a microcomputer and other office equipment.

EDUCATION AND EXPERIENCE: Any combination equivalent to: master’s degree in business administration or related field and experience in management and administration of programs in small business development or economic development and four years general business experience at the entrepreneurial level or in economic development activities. Essential is experience in managing programs, budget, and fiscal management and experience in supervising personnel.

LICENSE AND OTHER REQUIREMENTS: Valid California driver's license.

WORKING CONDITIONS: Duties are primarily performed in an office environment. Work is also performed outside of office at different agencies, driving a vehicle is required to conduct such work.

PHYSICAL DEMANDS: Must sit for long periods of time, use hands and fingers to operate an electric keyboard, calculator or other office machines; see to read fine print; speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person; lift, carry and/or move objects weighing up to 25 pounds. Occasionally must travel to other offices or locations to attend meetings or to pick up or deliver materials.