GENERAL STATEMENT OF DUTIES: Responsible for providing leadership through training, assistance and one-on-one counseling to owners of start-up, new and existing small businesses in Titus, Camp, Franklin, Morris, Cass and Bowie Counties.

MAJOR RESPONSIBILITIES: Background in business start-up, with responsibility for making payroll, acting as an owner-operator, experience in one-on-one counseling with small business owners, information sourcing, small business negotiations, and leveraging of public and private resources.

Percentage Essential Job Function:

- 25% plan, develop, implement, and evaluate programs designed to provide counseling and training to small business owners in a sub-center operation
- 25% assist small businesses in solving problems concerning operations, manufacturing, engineering, technology exchange/development, personnel administration, marketing, sales, merchandising, finance, accounting business strategy development, and other activities required for small business growth and expansion, innovation, increased productivity, and management improvement
- 10% maintain a positive working relationship and open communication with the financial and investment communities, legal associations, local and regional private consultants, and local and regional small business groups and associations in order to help address the various needs of the small business community.
- 10% recruit, supervise, train and evaluate a diverse staff to assist in fulfilling program goals and objectives.
• 5% Prepare and maintain the SBDC’s budget and operate within the approved budget including preparing annual proposal for Small Business Administration (SBA) Grant funds.
• 5% Develop and implement methods of publicizing programs to attract clients and support from the community business and industry leaders.
• 5% Maintain current knowledge and information concerning federal, state, and local regulations that affect small businesses, and counsel small businesses on methods of compliance.
• 5% Provide counseling and technology development when necessary to help small businesses find solutions for complying with environmental, energy, health, safety, and other federal, state, and local regulations.
• 5% Maintain comprehensive resources including lists of local and regional private consultants to whom small businesses can be referred for in-depth, specific information when licensed professional assistance may be required, and maintain a comprehensive library/internet sites that contains current information and statistical data needed by small businesses.
• 5% Work cooperatively with North Texas Small Business Development Center (NTSBDC) and Continuing Education and Workforce Development to develop and support strategic plan.

POSITION CHARACTERISTICS:

• Knowledge of:
  • Learning theory-motivational, perceptual and emotional forces present in the learning process and the conditions that affect individual learning and change
  • Current developments in the area of small business management, with the ability to maintain knowledge of new developments
  • Ethical business and governmental practices
  • Public relations principles and practices and techniques for creating goodwill for an organization with groups of people who can affect its present and future success.

Skill and ability to use current technology
Skill to identify goals and develop strategic plans
Skill to perform effectively in interpersonal situations
Skill to contribute and present innovative ideas for new curricula and programs that combine traditional schedules with new demands from industry
Ability to deal effectively and fairly with a variety of individuals in a courteous, professional manner
Ability to clearly and effectively present ideas in small and large group settings
Ability to formulate program goals and objectives and to identify appropriate activities and/or functions to meet these objectives
Maintain current working knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to students, staff, faculty, and the general public in a timely and courteous manner
Participate in maintaining standards required for accreditation
Participate in college task forces, activities, meetings, committees, and councils
Interact and work cooperatively in order to assist students, faculty and community in the accomplishment of various goals
Represent one’s self and the college in a positive, professional manner consistent with core values which include: passion for learning, service and involvement, creativity, innovation, academic excellence, dignity and respect, integrity, and to safeguard sensitive or confidential information from intentional or unintentional disclosure.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in business administration or related field; master’s degree preferred.
Minimum of four (4) years of small business experience
Background in business start-up, operation/ownership, and experience in non-profit and grant-funded programs
Ability to perform all essential functions of the position

Signatures:

_____________________________________________  ____________________________  Date
SBDC Director

_____________________________________________  ____________________________  Date
Dean of Business, Technology and Continuing Ed

_____________________________________________  ____________________________  Date
Executive Vice President for Instruction

_____________________________________________  ____________________________  Date
President