



## Job Description

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<b>Job Title:</b>	Executive Director Small Business Center	<b>Grade:</b>	N
<b>Department:</b>	Learning	<b>FLSA:</b>	Exempt

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*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Leads the planning and development processes for nationally recognized programs: The Small Business Center oversees various internal and external initiatives, activities and programming necessary to establish and maintain the college's national leadership roles in serving entrepreneurs - the small business community.

### **Characteristic Duties and Responsibilities:**

1. Selects, directs, develops and evaluates program director and developers for the Small Business Center program.
2. Develops and implements strategies to achieve goals of assigned program area and overall goals of Corporate and Continuing Education. Evaluates strengths and weaknesses for the Small Business Center and provides leadership and vision.
3. Represents the college and assigned programs to build internal and external partnerships which will strengthen collaborations between the program areas, the clients and the community.
4. Leads or participates in research and college-wide efforts, including grant funds and private support, to develop, pilot and implement programs and services for assigned areas.
5. Leads or participates in senior leadership efforts and planning for Corporate and Continuing Education and for the college.
6. Performs other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to the Dean of Business and Industry Training

**Direction Given:** Direct supervision for program directors, program developers and administrative support staff

### **Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution with 5 years of progressive experience in supervision, management and program accountability, 2 years of experience in adult education and workforce training, and 2 years in a leadership role in public or private setting which required establishing internal and external collaborations

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The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. Revised August 2013



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### **Knowledge, Skills, Abilities and Worker Characteristics:**

Ability to effectively recruit, direct, develop and evaluate staff  
Ability to establish and maintain effective public relations on every level  
Ability to make high quality written and verbal presentations to groups  
Ability to research and analyze data to formulate successful projects, policies and plans  
Knowledge of project planning techniques  
Ability to administer multiple projects with varying deadlines, performance measures and reporting requirements  
Ability to create schedules, critical path and related charts to assure that projects meet performance standards and issues are properly addressed  
Knowledge of general small business and economic development principles and practices  
Knowledge of principles and practices of administration in community college education  
Knowledge of conflict resolutions and negotiation techniques  
General computer proficiency including Microsoft Word, Outlook, PowerPoint and Excel  
Knowledge of basic budgeting, financial reporting and recordkeeping principles and practices  
Knowledge of client/student counseling principles and practices

### **Working Conditions:**

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus, to other campuses, or out-of-town to attend meetings and conferences; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse