



Job Description

Job Title: Director, Dallas Metropolitan Small Business Dev. Center JTC: AMY

Salary Range: E02

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for providing assistance and support to executive leadership (SBDC) to develop, implement, administer and evaluate programs and serve as the administrative link between the SBDC Partners and the development centers.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of business and industry marketing strategies and program development. Strong technical competency in one or more disciplines relevant to business success such as marketing, financial analysis, consulting, accounting and experience assisting clients to obtain loans.

Maintains a detailed knowledge of federal, state, local and other funding sources which may be used by clients to defray the costs of projects. The ability to create energy, creativity and philosophy within the small business development center.

Collaborates and builds strong alliances with various organizations, colleagues and small businesses. Experience working in a business focused , diverse environment. Ability to develop growth strategies and to achieve capacity utilization.

Capable of assessing situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization. Develops solutions to new or highly complex problems that cannot be solved using existing methods or approaches. Demonstrated ability to perform qualitative and quantitative analysis. Aptitude for technology, business process and analysis tools.

Requires demonstrated oral and written communication skills to prepare instructional materials and to develop and maintain effective relationships with varying levels of DCCCD staff, business/industry, community groups and funding agencies from diverse backgrounds. Must have excellent customer service skills.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree plus two years of marketing and work-related experience. Must have two years of supervisory experience. Must have current driver's license for offsite travel. Official transcripts required. ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for planning, implementation and administration of small business assistance services offered by the Small Business Development Center (SBDC) staff in the City of Dallas as well as other cities located in Dallas County. Responsible for strategy, design, planning, negotiation, execution and management of effective internal controls for the Dallas Metropolitan SBDC.

Follow up with clients to ensure they respond to post-counseling impact surveys and report fully on project results. Collaborate with small business clients that need assistance to grow and develop their business entity. Promotes SBDC activities and advocates public policies favorable to small business interests.

Promotes existing relationships and establish new partnerships, leveraging the SBDC's service offerings to drive economic development and market growth. Facilitates cross functional team collaboration between SBDC programs to drive execution of strategic initiatives and to maximize the value for the client, stakeholders and community partners.

Maintains a detailed knowledge of federal, state, local and other funding sources which may be used by clients to defray the costs of projects. Monitors and controls projects to ensure attainment of goals, client satisfaction and compliance with the requirements of funding sources and North Texas SBDC policies and procedures.

Designs and executes a staffing plan to meet requirements through selection, training, evaluation and supervision of assigned staff. Must complete required DCCCD Professional Development training hours per academic year. Must have excellent interpersonal, presentation, verbal and written communication skills in order to interact with individuals from diverse backgrounds within the DCCCD community network.

Supervise two (2) or more full-time employees.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.